Paper type: OK Prince Eco G100(55kg), Paper Thickness=80 µm // Pages in book=212 // Print scale=81%
Gap (when printed at 81% scale) = Pages in book × Paper thickness / 2 = 8.480000 mm

Fax Option Type 1027

Operating Instructions

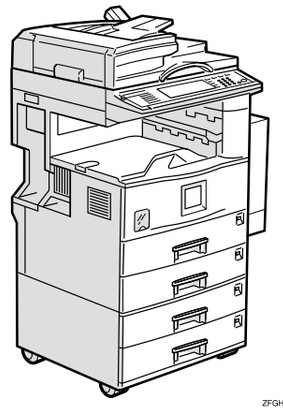
Fax Option Type 1027

Operating Instructions

Fax Option Type 1027

Operating Instructions

Facsimile Reference (option) <Advanced Features>



ZFGH130N

Read this manual carefully before you use this product and keep it handy for future reference.
For safety, please follow the instructions in this manual.

Printed in Japan
UE (USA) B418-8657

Paper type: OK Prince Eco G100(55kg), Paper Thickness=80 µm // Pages in book=212 // Print scale=81%
Gap (when printed at 81% scale) = Pages in book × Paper thickness / 2 = 8.480000 mm

Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the Safety Information in the Copy Reference manual before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

Notes:

Some illustrations might be slightly different from your machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

Two kinds of size notation are employed in this manual. With this machine refer to the inch version.

Important

Parts of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

Available Options

- Fax Function Upgrade Unit (Fax Function Upgrade Type 185)
- ISDN Unit (ISDN Option Type 1027)
- Extra G3 Interface Unit (G3 Interface Unit Type 1027)
- Expansion Memory (32MB: DIMM)

Supplies

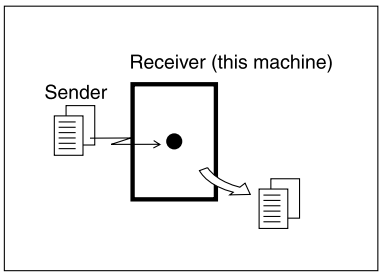
- Marker Ink (Marker Type 30 is recommended for the best performance)

5. Reception Features

Reception

Immediate Reception

Each page of a fax message is printed as soon as it is received. This method is used for standard fax messages.



Normally this machine receives messages by Immediate Reception. But Memory Reception is used when "Combine 2 Originals", "Multi-copy reception", "Reverse Order Printing reception" or "2-Sided Printing" is set to "ON ". If the conditions are that Subsutitute Reception should be used, a fax message is not printed. It will be stored in memory. ⇒ p.80 “Memory Reception”, p.80 “Substitute Reception”

Reception Resolution

This machine supports **Standard**, **Detail** and **Super fine** resolutions for reception. If you do not have the optional Fax Function Upgrade Unit, faxes sent at **Super fine** resolution will be printed on your machine at **Detail** resolution. This may differ from the sender's intention.

Limitation

❒ Reception may not take place if there is not enough free memory left.

Note

❒ If free memory reaches 0% during Immediate Reception, any further reception becomes impossible and the current communication is terminated.

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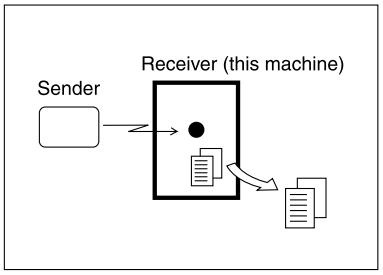
Memory Reception

The machine waits until all pages of the message have been received into memory before printing the message.



This method is used with the following features:

- Combine 2 Originals ⇒ p.89 “Combine 2 Originals”
- Multi-copy when set to multiple copies ⇒ p.88 “Multi-copy Reception”
- Reverse Order Printing ⇒ p.90 “Reverse Order Printing”
- Substitute Reception ⇒ p.80 “Substitute Reception”
- 2-Sided Printing (option) ⇒ p.87 “2-Sided Printing”

Important

❒ All the messages stored in memory are deleted if the power is switched off for more than one hour.

❒ The machine may not be able to receive large numbers of messages or messages with a high data content. In such cases, we recommend you switch the above features off or add a memory card.

Limitation

❒ The machine may not be able to receive fax messages when the free memory space is low.

Note

❒ If the free memory space reaches 0% during Memory Reception, the machine can no longer receive the current fax message and stops communicating.

Substitute Reception

If any of the conditions listed below are met, the machine automatically switches to Memory Reception mode and stores messages in memory instead of printing them. This reception mode, in which a received fax message is stored in memory unprinted, is called Substitute Reception. Messages received using Substitute Reception are automatically printed when the condition which caused the machine to use Substitute Reception is rectified. Substitute Reception takes place when:

- Paper runs out
- Toner runs out
- Paper is jammed
- A cover is open
- A fax is received during a copy or print run

Limitation

❒ Reception may not take place if there is not enough free memory left.

Note

❒ You can set whether you use "Substitute Reception" in "User Parameters". ⇒ p.141 “Changing the User Parameters” (Switch05, Bit1, 2)

❒ The Receive File indicator lights to let you know when message(s) have been received using Substitute Reception.

❒ If free memory reaches 0% during Substitute Reception, any further reception becomes impossible and the current communication is terminated.

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Screening Out Messages from Anonymous Senders

To help you screen out unwanted messages that may fill up machine memory, the machine can be programmed to only use Substitute Reception under set conditions.

Four settings are available:

- "When Own Name or Own Fax Number is received"
- "Free"
- "Polling ID match"
- "disable"

Note

❒ You can choose which setting to use. Set this with the User Parameters. ⇒ p.141 "Changing the User Parameters"(Switch05, Bit2,1)

❒ Even if the sender does not have an Own Name or Own Fax Number, the machine will still receive messages using Substitute Reception if:

- Paper becomes jammed while the power switch is on
- Printing is not possible for some reason, for example, when a copy job is in progress

When Own Name or Own Fax Number is Received

The machine switches to Substitute Reception only when the sender has programmed their Own Name or Own Fax Number. If the power is switched off for more than an hour, all the messages received into memory are deleted. In that case, the Power Failure Report or the Journal can be used to identify which messages are lost so you can ask the senders to transmit them again.

Important

❒ If a sender has not programmed their Own Name or Own Fax Number, the machine may reject an important fax message. We recommend that you ask important senders to program an Own Name or Own Fax Number in advance.

Free

The machine switches to Substitute Reception regardless of whether or not the sender has programmed their Own Name or Own Fax Number.

Polling ID match

The machine switches to Substitute Reception only when the programmed Polling ID's of the other end and this machine are identical.

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When the Receive File Indicator is Lit

If the Confidential File indicator is lit, a message has been received and stored in memory with Memory Lock or Personal Boxes. You need to print it out manually. ⇒ p.35 “Printing Personal Box Messages”

If the Receive File indicator is lit, a message has been received but could not be printed for some reason. The message was stored in memory (Substitute Reception). When you solve the problem, the message will be automatically printed. The table below lists some problems that could have caused Substitute Reception to take place and their solutions.

Why Substitute Reception Occurred	Indication/Status	Solution
Paper has run out	and/or [Facsimile] indicator is lit red.	Add paper. See "Loading Paper" in the Copy Reference manual
Toner is empty	is lit	Replace the toner cartridge. See "Adding Toner" in the Copy Reference manual
Paper is jammed	is lit	Remove the jammed paper. See "Clearing Misfeeds" in the Copy Reference manual
Cover is open	The message "Open Cover" appears.	Close the cover. A cover other than the Document Feeder (ADF) or front cover is open.
Machine is busy printing with other function	The machine is printing with other function.	The message will be printed after the current job finishes automatically.
Output tray is full.	The message "Following output tray is full. Remove paper." appears.	Remove paper from output tray.

When the Confidential File Indicator is Lit or Blinking

If the Confidential File Indicator is lit, a message has been received by Confidential Reception or received in Personal Boxes. When a message has been received by Confidential Reception, print a Confidential Message. ⇒ p.30 “Printing a Confidential Message” When a message has been received in Personal Boxes, print Personal Box Messages. ⇒ p.35 “Printing Personal Box Messages”

If the Confidential File indicator is blinking, a message has been received and stored in memory with Memory Lock. You need to print it out manually. ⇒ p.32 “Printing a File Received with Memory Lock”

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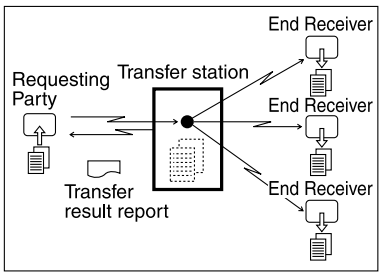
Reception Functions

Transfer Station

Transfer Stations allow you to expand the standard features of your fax machine to set up complex networks. Transfer Stations must be machines of the same make.

The diagram below may make the concept clearer.



The following terminology is used in this section.

❖ **Requesting Party**
The machine where the message originates from.

❖ **Transfer Station (this machine)**
The machine that forwards the incoming message to another destination.

❖ **End Receiver**
The final destination of the message, that is the machine the Transfer Station sends to. End Receivers must be programmed into Quick Dial or Groups in the Transfer Station.

Limitation

❒ Polling ID's of the Requesting Party and Transfer Station must be identical for this feature to work.

❒ If your line number is not programmed at the Transfer Station, reception will not take place.⇒ p.167 “Transfer Report”

❒ This machine will not receive a Transfer Request unless it has enough free memory to store two or more destinations dialed from the number keys. ⇒ Chapter 2, "Restrictions When Dialing with the Keys" in the Basic Features manual.

❒ If the Requesting Party specifies a Group for the End Receivers and the total number of End Receivers exceeds 500, the Transfer Station cannot transfer the message and sends a Transfer Result Report to the Requesting Party.

Multistep Transfer

The principles of Transfer Stations can be used to build up a multi-step facsimile network where messages are passed through several Transfer Stations. By programming the end receivers in a Transfer Station Group, you can enable this machine to transfer messages onto other Transfer Stations.

For more information, contact your service representative.

This feature can only be used if the machines are made by the same maker.

Reference

p.84 “ID Reception (Closed Network)”

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Sending the Transfer Result Report

This machine compares the fax number of the Requesting Party with the Requesting Party's number programmed in a Quick Dial or Speed Dial. If the lower five digits of the two numbers match, it sends the Transfer Result Report to the Requesting Party.

For example:

- Requesting Party's own dial number:

  `001813-11112222`

- Transfer Station's Quick Dial:

  `03-11112222`

Transfer Result Report

This reports whether transmission to the End Receivers was successful or not.

Preparation

Program the Requesting Party fax number in advance. ⇒ p.167 “Transfer Report”

When the Transfer Station has transferred the message to all End Receivers, it sends the Transfer Result Report back to the Requesting Party. The machine prints the report if it cannot be sent back to the Requesting Party. You must program the fax number of the Requesting Party in a Quick Dial in the Transfer Station.

Note

❒ You can choose whether a portion of the original image is printed on this report. Set this with the User Parameters. ⇒ p.141 “Changing the User Parameters”(Switch04, Bit7)

ID Reception (Closed Network)

If you wish to limit reception of messages from those with machines of the same make and with the same Polling ID, contact your service representative to turn this feature on.

Note

❒ When you use this function, contact your service representative for details.

JBIG Reception

Fax Function Upgrade Unit is required.

It allows you to receive messages sent in the JBIG format.

Limitation

❒ If ECM is turned off, JBIG Reception is not available.

❒ This feature is not available with G4 communication.

❒ When the optional Extra G3 Interface Unit is installed, JBIG receptions of "G3-2" lines are standard.

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Auto Fax Reception Power-up

This machine can be set to shut down automatically if no one has used it for a while. In these situations, even though the operation switch is off, the machine can still receive incoming messages as long as the Main Power switch is on.

Important

❒ Reception is not possible if both the operation switch and Main Power switch are turned off.

Note

❒ You can choose whether messages are printed as soon as they are received (Immediate reception).p.141 “Changing the User Parameters”(Switch14, Bit0)

❒ You can also set that fax messages received by Memory Reception (Substitute Reception) will be printed after the machine is turned on.

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Printing Functions

Print Completion Beep

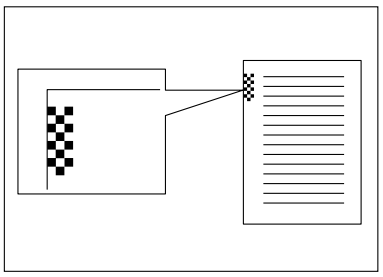
The machine beeps to let you know when a received message has been printed.

Note

❒ You can choose whether the volume of the beep is turn it on or off completely (set the volume to the minimum level). ⇒Chapter 4, "Adjusting Volume" in the Basic Features manual.

Checkered Mark

A checkered mark is printed on the first page of fax messages to help you separate them.



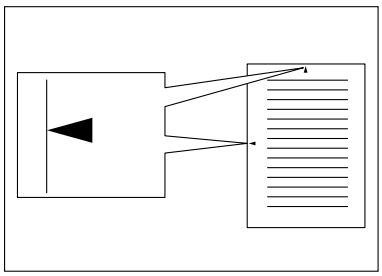
ND1X00N5

Note

❒ You can choose whether this feature is on with the Initial Setup Reception Mode Settings. ⇒ p.131 “Reception Mode”

Center Mark

Marks are printed halfway down the left side and at the top center of each page received. This makes it easy for you to position a hole puncher correctly when you file received messages.



ND1X00N6

Limitation

❒ The center mark may deviate a little from the exact center of the edge.

Note

❒ You can choose whether this feature is on with the Initial Setup Reception Mode Settings. ⇒ p.131 “Reception Mode”

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Reception Time

You can have the date and time printed at the bottom of the message when it is received. You choose whether this feature is on with the Initial Setup Reception Mode settings. ⇒ p.131 "Reception Mode"

Limitation

❒ When a received message is printed on two or more sheets, the date and time is printed on the last page.

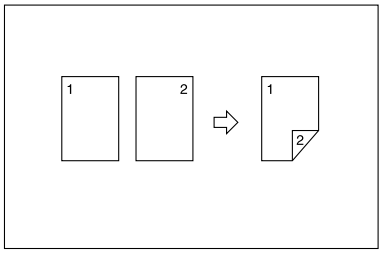
Note

❒ The date and time when the message was printed can also be recorded on the message. If you need this feature, please contact your service representative.

2-Sided Printing

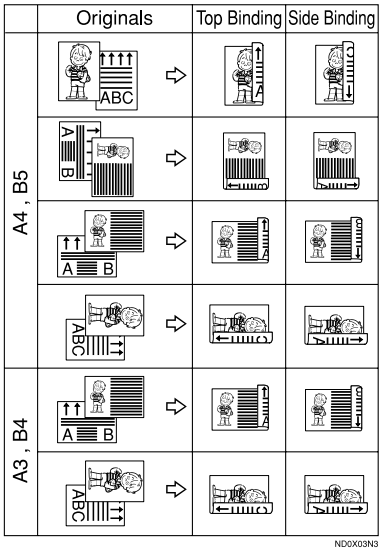
The optional Duplex Unit is required. If this setting is set to on, fax messages will be received with Memory Reception.You can have a received message printed on both sides of the paper.

You can turn this feature on or off with the Initial Setup reception Mode settings. You can also print⇒ p.131 "Reception Mode"



Limitation

❒ To use this function, all pages of the received document must be of the same size—inform the sending party of this beforehand if necessary. You must also have paper set in your machine of the same size as that sent by the sending party (A4→A4, B4→B4 are typical examples, whether A3 and B5 sizes are correctly scanned in will depend on the fax machine). This machine will correctly scan in landscape A3, B4, A4, and B5; and portrait A4, B5 and A5. The following table shows the results that can be achieved when sending and receiving using this machine.



❒ This feature works only when all pages are of the same width and are received into memory.

❒ The machine will use Memory Reception for 2-Sided Printing.

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❒ When "Combine 2 Originals" and "2-Sided Printing" are selected at the same time, 2-Sided Printing takes priority and Combine 2 Originals is canceled.

❒ Printouts may vary depending on how the sender set them.

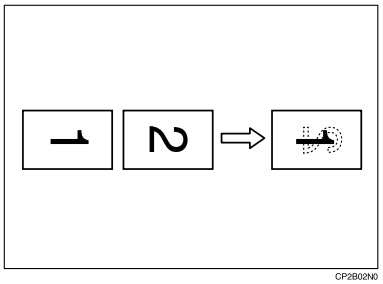
❒ If another party sends you a fax and their machine is not able to detect the size of the original correctly, the message may come out truncated, separated or containing excess white space when printed at your end. For example, if the sending machine thinks a B5 original is a B4 original, it will be printed at your end on B4 size paper even if you have B5 paper available in your machine.

Note

❒ You can choose to have messages only from selected senders printed in this way. ⇒ p.146 "Special Senders to Treat Differently"

180 Degree Rotation Printing

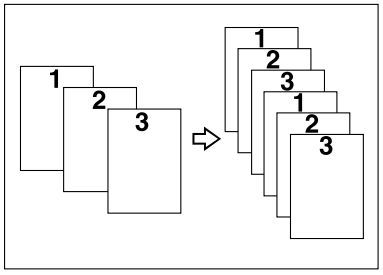
When printing on both sides of the paper, this machine rotates images as shown in the diagram.



CP2B02N0

Multi-copy Reception

If you switch this feature on, multiple copies of each incoming fax message will be printed. You can also choose to have multiple copies made of messages from particular senders. ⇒ p.146 "Special Senders to Treat Differently", ⇒ p.131 "Reception Mode"



ND1X00N7

Limitation

❒ The maximum number of copies that can be made for each message is 10. If you are using Multi-copy with Specified Senders, the maximum number is 10.

Note

❒ You can choose whether this feature is turned on or off and set the number of copies with the Initial Setup Reception Mode Settings.⇒ p.131 "Reception Mode"

❒ The machine will use Memory Reception for Multi-copy Reception.

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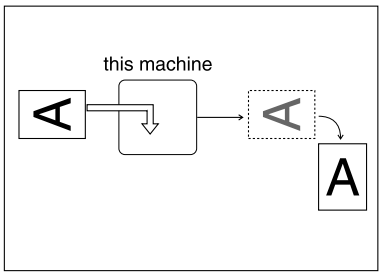
Image Rotation

If you have installed paper in the cassette portrait ▯, incoming fax messages will be rotated automatically to fit on the paper.



ND1X00N9

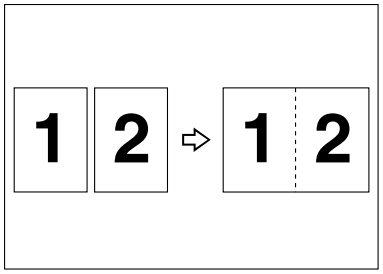
Note

❒ You can choose to have received messages printed from a specified tray. ⇒ p.131 "Reception Mode"

Combine 2 Originals

When two messages of the same size and direction are received consecutively, they are printed on a single sheet when you turn this feature on. This can help you economize on paper.

- Two A5▯ messages are printed side by side on a sheet of A4▭.
- Two B5▯ messages are printed side by side on a sheet of B4▭.
- Two A4▯ messages are printed side by side on a sheet of A3▭.
- Two $8^1/_2$"×$5^1/_2$"▯ messages are printed side by side on a sheet of $8^1/_2$"×11"▭.
- Two $8^1/_2$"×11"▯ messages are printed side by side on a sheet of 11"×17"▭.



ND1X01N0

Limitation

❒ This feature does not work with messages larger than A5▯, B5▯, A4▯ or LT▯. When A5▯, B5▯, A4▯, or LT▯ size paper is loaded in the machine, each page of the received message is printed on a single sheet.

❒ If paper matching the size and direction of a received document is not available, Combine 2 Originals is not possible.

❒ When "Combine 2 Originals" and "2-Sided Printing" are selected at the same time, 2-Sided Printing takes priority and Combine 2 Originals is canceled.

Note

❒ You can choose whether this feature is turned on or off. Set this with the User Parameters. ⇒ p.141 "Changing the User Parameters"(Switch10, Bit1)

❒ This feature uses Memory Reception.

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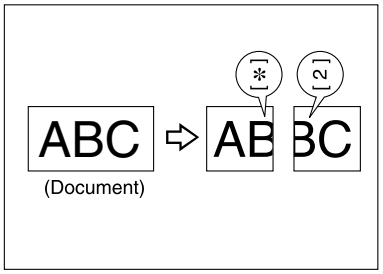
Page Separation and Length Reduction

When the size of a received message is longer than the paper loaded in the machine, each page of the message can be split and printed on several sheets, or reduced and printed on a single sheet. For example, this feature splits the message if the message length is 20mm or longer than the paper used. The message is reduced if it is less than 20mm longer. When a message is split, the split mark (*) is inserted at the split position and about 10mm of the split area is duplicated on the top of the second sheet.



ND1X01N1

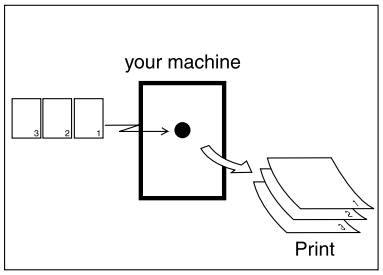
Note

❒ Your service representative can customize this feature with the following settings.
- Reduction
- Print split mark
- Overprinting
- Overprinting length
- Guideline for split

❒ You can adjust the overprinting and reduction lengths within the following ranges:
- Guideline for split: 5~155mm (5mm steps)
- Overprinting length: 4mm, 10mm, 15mm

Reverse Order Printing

Normally, received pages are printed and stacked on the tray in the order they are received. If you turn this feature on, the machine will start printing the message from the last page received.



ND1X01N2

Note

❒ You can choose whether this feature is turned on or off. Set this with the Initial Setup RX. ⇒ p.131 "Reception Mode"

❒ When this feature is on, the first page will be printed last.

❒ This feature uses Memory Reception.

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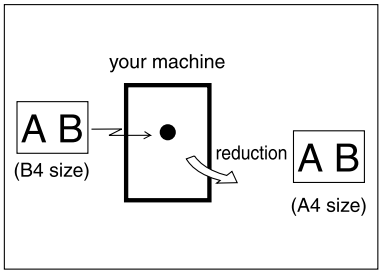
Page Reduction

If you receive a message that is longer than the paper in the cassette, usually the machine prints it on two pages. If you turn this feature on the machine reduces the width and length of the received image so that it will fit on one page. If A4⊐ paper size is loaded and a message of B4⊐ size is received, the machine will reduce the message to a single A4⊐ sheet.



Note

❒ You can choose whether this feature is turned on. Set this with the User Parameters. ⇒ p.141 "Changing the User Parameters"(Switch10, Bit3)

Reference

⇒ p.90 "Page Separation and Length Reduction"

Sender's Own Fax Number Print

Usually the sender's Fax Header is printed on received messages. If the sender has not programmed their Fax Header, you will not be able to identify them. However, if you turn this feature on, the sender's Own Name or Own Fax Number is printed instead so you can find out where the message came from. ⇒ Chapter 3, "Initial settings and Adjustment" in the Basic Features manual

Note

❒ You can turn it on or off with the User Parameters. ⇒ p.141 "Changing the User Parameters"(Switch02, Bit3)

CIL/TID Print

The optional ISDN Unit is required.

Two features are provided for identification of messages received by G4 (ISDN). If turned on, this information will be printed on every page.

The CIL (Call Identification Line) refers to the combination of the receiver's own fax number and name, the sender's own fax number and name, time, and page number. The TID refers to the name programmed by the sender in their Fax Header. ⇒ Chapter 3, "Initial settings and Adjustment" in the Basic Features manual

Limitation

❒ These features are available only when receiving in G4 mode.

❒ If the sender's TID contains double-byte characters (for example Chinese characters), the TID will not be printed even if TID Print is turned on.

Note

❒ You can turn CIL and TID on or off with the User Parameters. ⇒ p.141 "Changing the User Parameters"(Switch02, Bit5 or Bit6)

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When There is No Paper of the Correct Size

If there is no paper in your machine that matches the size of a received message, the machine will choose a paper size based upon the paper you have available. For example, if your machine has B4⬓ and A3⬓ installed and you receive a A4⬓ size message, check the A4 column of the following table. The paper size at the top has the highest priority. In this case, since B4⬓ is a higher priority than A3⬓, the message is printed on A4⬓.

If only B5⬓ is loaded and you receive an A3⬓ message, the received message is stored in memory and will not be printed.

❖ Priority Table

Paper Select Priorities	Received Image Size: A3,DLT ⬓	B4 ⬓	A4,LT ⬓	A4,LT ▯	B5 ▯	LG ⬓	F/F4 ⬓
1	A3 ⬓	B4 ⬓	LT ⬓	A4 ▯	B5 ▯	LG ⬓	F/F4 ⬓
2	DLT ⬓	A3 ⬓	LT ▯	A4 ⬓	B5 ⬓	A4 ⬓⬓	LG ⬓
3	A4 ▯▯	DLT ⬓	A4 ⬓	LT ▯	B4 ⬓	A4 ▯▯	A4 ⬓⬓
4	A4 ⬓⬓	B5 ▯▯	A4 ▯	LT ⬓	A4 ▯	LT ⬓⬓	A4 ▯▯
5	LT ▯▯	B5 ⬓⬓	F/F4 ⬓	A3 ⬓	A4 ⬓	LT ▯▯	LT ⬓⬓
6	LT ⬓⬓	A4 ▯▯	LG ⬓	F/F4 ⬓	LT ▯	F ⬓⬓	LT ▯▯
7	F/F4 ⬓⬓	A4 ⬓⬓	A3 ⬓	DLT ⬓	LT ⬓	B4 ⬓	B4 ⬓
8	B4 ⬓⬓	LT ▯▯	B4 ⬓	B4 ⬓	F/F4 ⬓	A3 ⬓	A3 ⬓
9	LG ⬓⬓	LT ⬓⬓	DLT ⬓	LG ⬓	A3 ⬓	DLT ⬓	DLT ⬓
10		F/F4 ⬓⬓	B5 ▯▯		DLT ⬓	B5 ▯▯	B5 ▯▯
11		LG ⬓⬓	B5 ⬓⬓		LG ⬓	B5 ⬓⬓	B5 ⬓⬓

▯ Portrait

⬓ Landscape

Image Rotation

GFRXPSN

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Page Reduction	Disabled
Reduction in Sub-scan Direction	Enabled
Page Separation Threshold	20mm
Width or Length Priority	Width

- ▯▯ and ▭▭ indicate that the message is split over two pages of paper with the orientation and size shown.

Limitation

❒ Paper placed in the bypass tray is not usually selected for printing a received message. However, you can use this tray if you select the bypass tray as the main paper tray using Reception with Specified Senders. ⇒ p.146 "Special Senders to Treat Differently"

❒ The paper size used to print a received message may be different from the size of the sent original.

Note

❒ Widths that this machine can receive are A4, B4, LT, LG, and A3. Any messages narrower than A4 or LT are sent as A4 or LT width with the length unchanged.

Reference

⇒ p.90 "Page Separation and Length Reduction"

p.91 "Page Reduction"

p.89 "Image Rotation"

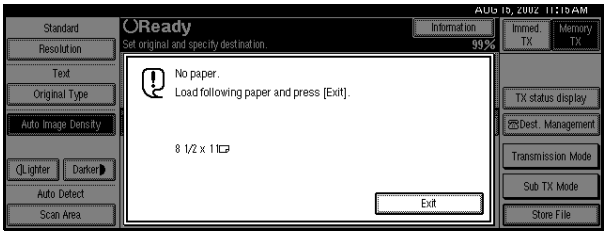
5

"Just Size" Printing

If you turn this feature on and no paper tray is stocked with paper of a suitable size to print a received document, a message will appear on the display prompting you to load paper of the required size. When you have loaded the new paper, you can then print the message.

Two messages can appear:

- Paper Cassette



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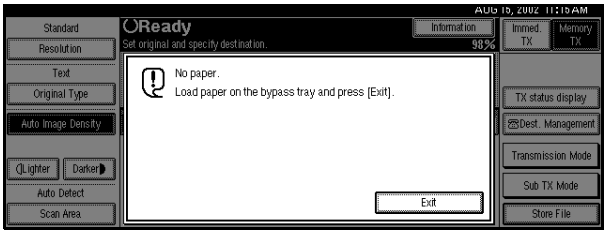
- Bypass Tray



Note

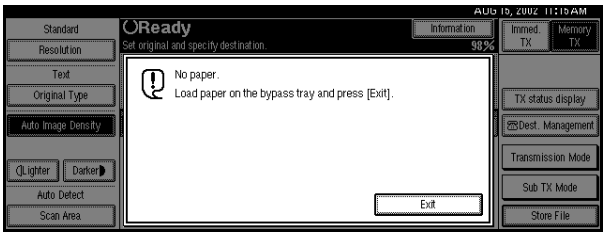
❒ The action that follows pressing **[Exit]** varies depending on the status of the machine when the message occured.

- If any received documents or reports were being printed automatically, the printer automatically continues printing from where it had left off.
- If any documents or reports were being printed manually, the printer does not resume the printing. Perform the operations from the beginning again.

❒ You can choose whether the message is turned on. Set this with the User Parameters. ⇒ p.141 “Changing the User Parameters”(Switch05, Bit5)

Out of paper display message

If the paper tray runs out of paper, you can have a message appear on the display asking you to add more paper.



Note

❒ You can choose whether the message is turned on. Set this with the User Parameters. ⇒ p.141 “Changing the User Parameters”(Switch05, Bit7)

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Having Incoming messages Printed on Paper from the Bypass Tray

You can have messages sent from Specified Senders printed on paper from the Bypass Tray. This is useful if you need messages printed on a size of paper not stocked in the paper cassette(s).

Limitation

❒ The print area is determined by Optional Expansion Memory, Resolution, and the vertical length of originals.

Note

❒ Before you can use this feature, you need to turn on Authorized Reception (Initial Setup Reception Mode settings), program the Specified Senders (Key Operator Settings) along with the Paper. ⇒ p.131 “Reception Mode”, ⇒ p.146 “Special Senders to Treat Differently”

❒ The optional HDD is required to specify the horizontal paper size larger than 432mm (17.0 inch).

❒ When you set paper sizes other than A4 landscape, B4 landscape and portrait, A3 landscape and portrait in the Bypass Tray, specify the paper size. This size should match the bypass paper size for copying or a paper jam may occur. To change the bypass paper size for copying. ⇒ "Copying from the Bypass Tray" in the Copy Reference manual

❒ If the specified paper size and the size of paper set in the Bypass Tray do not match, paper jams may occur or the image may be truncated.

❒ If you use this feature, Image Rotation and 180 Degree Rotating Printing are not possible.

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Where Incoming messages are Delivered - Output Tray

G3/G4 Separate Tray

An optional upper tray or optional finisher unit is required for using this feature.

You can specify the document feeding tray for each line. For example, you can specify documents received through the G3-1 line to be fed to the "Internal Tray" and documents received through the G4 line to be fed to the "Upper Tray", facilitating the separation of files.

Note

❒ To use this feature, specify the line and destination in "G3/G4 Separate Tray". ⇒ p.131 “Reception Mode”

Tray Shift

The optional Finisher Unit is Required.

When the optional Finisher Unit is selected for fax output, you can use the Tray Shift function to have the internal delivery exit move to the left or right whenever a fax or report is printed.

This is useful for separating faxes stacked in the finisher output tray. For example, if the previous incoming fax was output to the left, the next incoming fax will be output to the right and vice-versa.

Note

❒ You can choose whether the message is turned on. Set this with the User Parameters. ⇒ p.141 “Changing the User Parameters”(Switch19, Bit0)

6. Simplifying the Operation

Programs

If you regularly send messages to a particular destination or transmit using the same features, you can save a lot of repetitive keypad operations by registering this information in a Keystroke Program.

Registering Keystroke Programs

Keystroke Programs can be recalled by just pressing a Quick Dial key. The following procedure can be used to program a new Keystroke Program or overwrite an old one.

You can register the following items in Keystroke Programs:

- Memory Transmission, Immediate Transmission, destinations (up to 500 numbers), Resolution, Original Type, G3 or G4 communication mode, Stamp, Send Later, Default ID, Auto Document, Book Fax, Transfer Deadline, Polling Transmission, Polling Reception, Transfer Request, 2–sided transmission, optional functions, and Printing Sender Name.
- Program name (up to 20 characters)

Important

❒ We recommend that you print the Keystroke Program list and keep it when you register or change a function. ⇒ p.124 “Reports/Lists”

Limitation

❒ You cannot register a program in a Quick Dial key used for another function.

❒ When a registered program key is being used for a Memory Transmission on standby, the message "Specified destination is used by transmission standby file. It cannot be changed or deleted. Specify it again after transmission is completed." is displayed. You cannot change the function for this key at this time.

❒ You cannot program Transfer Request Transmission and Broadcasting at the same time.

Note

❒ The maximum number of programs you can register is 100 (up to 200 with optional Fax Function Upgrade Unit installed).

❒ Use the same procedure to registering and change programs. Follow the procedure for the items you want to change.

❒ The method to register or change programs for Copy Function is different from that of Fax Function. ⇒ "Programs" in Copy Reference manual.

1 Prepare for registering the program.

Note

❒ The procedure for programming differs depending on the items you want to register.

❒ Press the 【Clear Modes】 key to cancel programming.

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Example of registering a program using Send Later with the fax number "0123456789".

❶ **Press 【0】, 【1】, 【2】, 【3】, 【4】, 【5】, 【6】, 【7】, 【8】, 【9】 with the number keys.**

❷ **Press [Transmission Mode].**

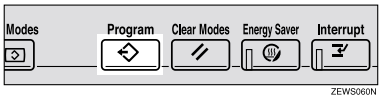
❸ **Select [Send Later].**

❹ **Enter the time to send.**

Note

❒ If the time is already specified, that time is shown. Press the **【Clear Modes】** key to change the time to send.

2 **Press the 【Program】 key.**

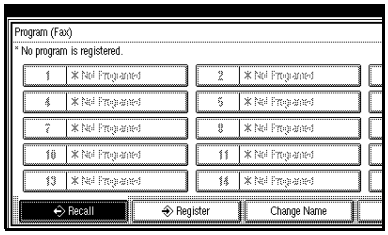


The program (facsimile) menue is shown.

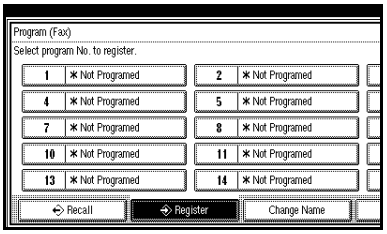
3 **Press [Register].**

Registered program numbers and names are shown in the keys.

If there is no program registered, "*Not programed" is shown.



4 **Select a program number in which "*Not programed" is shown.**



Note

❒ If "*Not programmed" is not shown, press **[▲ Prev.]** or **[▼ Next]**.

❒ If you make a mistake, press **[Delete]** and try again.

❒ To change a program, after pressing the number of the program to be changed, press **[Register]**. If you make a mistake, press **[Cancel]** and repeat from step **4**.

5 **Enter the program name.**

The "Program Name" display is shown.

Note

❒ To delete the contents you entered, press **[Delete]**. The display returns to step **4**.

❒ If a program has been already registered, a program name is displayed. To change a program name, press the **【Clear/Stop】** key and reenter.

❒ You should register the program name.

6 **Press [OK].**

The program has been registered.

7 **Press [Exit].**

The initial display is shown.

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Using a Program

Note

❒ When using a program, the settings that you have already made are canceled.

Example of executing a program using Send Later with the fax number "0123456789".

1 **Make sure that the machine is in Facsimile mode and the standby display is shown.**

Note

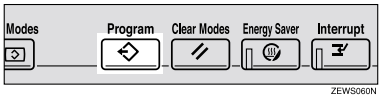
❒ If the standby display is not shown, press the **【Facsimile】** key.

2 **Place your original.**

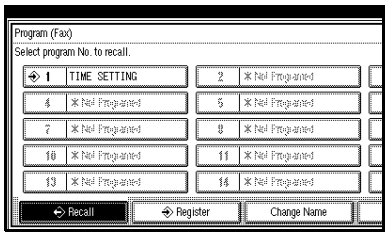
Note

❒ If you have not registered destinations or scan settings as a program, enter the fax number for the destination and select any scan settings you require.

3 **Press the 【Program】 key.**



4 **Select a program number you registered.**



The initial display is shown.

Then, the registered fax number and time are shown. Transmission Mode is selected.

Note

❒ If the number of the program to be used is not shown, press **[▲ Prev.]** or **[▼ Next]**.

5 **Press the 【Start】 key.**

The fax number and specified time are shown on the display and the machine starts to scan the original.

Changing a Program Name

You can only change a program name.

Limitation

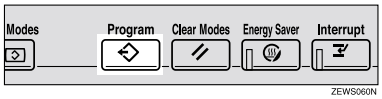
❒ When a registered program is being used for a standby Memory Transmission, you cannot change the program name.

1 **Make sure that the machine is in Facsimile mode and the standby display is shown.**

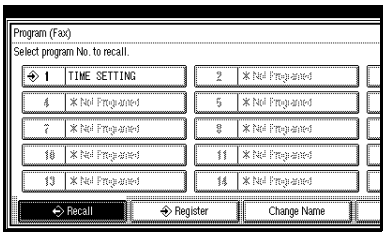
Note

❒ If the standby display is not shown, press the **【Facsimile】** key.

2 **Press the 【Program】 key.**



3 **Press [Change Name].**



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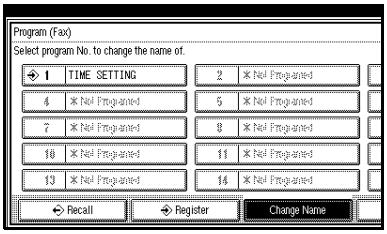
4 **Select the program number for the name you want to change.**



Note

❒ If the number of the program to be changed is not shown, press **[▲ Prev.]** or **[▼ Next]**.

5 **Enter a new program name.**

Note

❒ Press **[Delete]** to cancel the change.

6 **Press [Exit].**

The initial display is shown.

7 **Press [Exit]**

The initial display is shown.

Deleting a Program

Limitation

❒ When a registered program is being used for a standby Memory Transmission, the following message appears "Specified destination is used by transmission standby file. It cannot be changed or deleted. Specify it again after transmission is completed." The program can not be deleted at this time.

Note

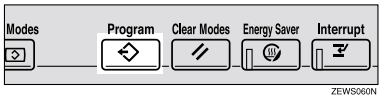
❒ If you delete a program, the registered program name is also deleted.

1 **Make sure that the machine is in Facsimile mode and the standby display is shown.**

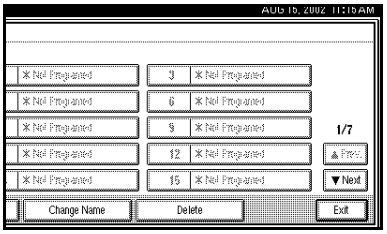
Note

❒ If the standby display is not shown, press the **【Facsimile】** key.

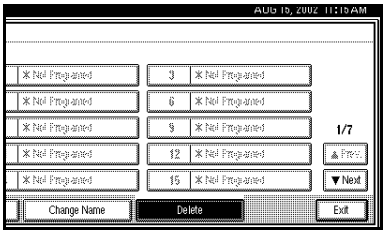
2 **Press the 【Program】 key.**



3 **Press [Delete].**



4 **Select the program number you want to delete.**



The contents of the program are shown on the display.

Note

❒ If the number of the program to be deleted is not shown, press **[▲ Prev.]** or **[▼ Next]**.

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5 **Press [Yes].**

Note

❒ Press **[No]** to not delete the program. The display returns to step **3**.

6 **Press [Exit].**

The initial display is shown.

Using the Document Server

The optional Hard Disk Unit is required

Use this feature to store documents in the Document Server of this machine.

The Document Server can store documents using facsimile, copy and printer features.

The documents that are stored using a facsimile feature are available to transmit by facsimile.

Storing in the Document Server enables the following:

- Once stored, a document can be sent out as many times as you want just by selecting it.
- Storing a document does not use facsimile memory.

You can also send multiple stored documents or combine a document with a scanned original to send them out as a single document. Use "Select Stored File" in "Sub TX Mode" to send stored documents.⇒ p.64 “Printing Stored Documents”

Note

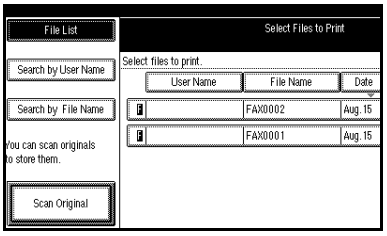
❒ The stored documents are not deleted even when there is a power failure or the Main Power switch is turned off.

❒ Based on the factory settings, the machine automatially deletes documents from the Document Box one day (24 hours) after each document was saved. The user can disable the automatic deletion of documents or change the automatic deletion period, for example, to saveral days. For details, see "Key Operator Tools $^{2}/_{2}$ - Auto Delete File" in the System Settings.

❒ The fax feature has a memory capacity of approximately 3,000 pages. You can store approximately 9,000 pages (ITU-T No.1 chart) in the Document server using the copy, printer, and scanner features.

❒ You can store up to 400 pages as one document (up to 1,000 pages with optional Expansion Memory).

❒ You can print the stored documents by pressing the **【Document Server】** key. Documents stored using the fax feature are shown with an "F" in front of the user name.⇒ "Document Server" in the System Settings Reference manual



Storing a Document

You can send and store a document at the same time. You can also just store a document.

You can program or change the following items of stored documents.

- File name
  Scanned documents are given file names, such as "FAX001" and "FAX002" automatically. However, you can change the file names.⇒ p.104 “Setting a File Name”

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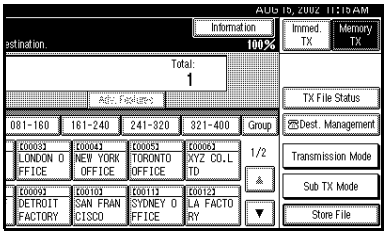
- User name
  Specify a user name to identify the stored documents if necessary.⇒ p.103 "Programming a User Name"
- Password
  Setting a password to protect accidental transmission from others.⇒ p.105 "Setting a Password"

1 Make sure that the machine is in Facsimile mode and the standby display is shown.

If the standby display is not shown, press the **【Facsimile】** key.

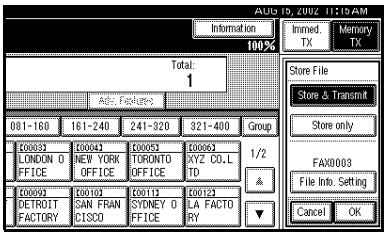
2 Place your original, and then select any scan settings you require.

3 Press [Store File].

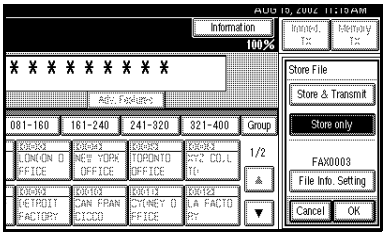


4 Select [Store & Transmit] or [Store only].

Select **[Store & Transmit]** to send documents after they are stored.



Select **[Store only]** to store documents.



When **[Store only]** is selected, "✱✱✱✱✱✱✱✱✱✱" is shown.

5 Set the user name, file name and password if necessary.

Note

❒ If you are not going to set the user name, file name, or password, go to step **6**.

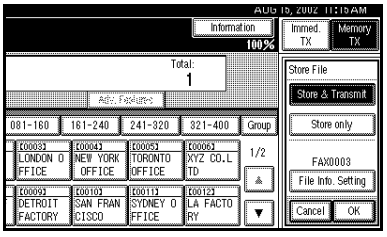
❒ You cannot change multiple documents at once.

Programming a User Name

Note

❒ Set a user name from those that are programmed in the user code. Set the user codes in the System Settings.

❶ Press [File Info. Setting].



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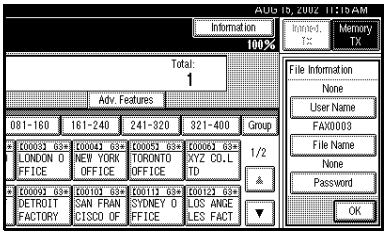
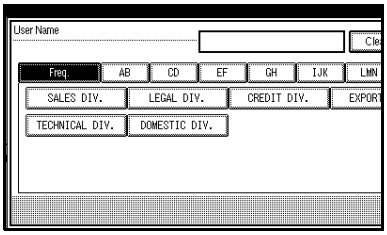
❷ **Press [User Name].**

The User Name Change menu is shown.



❸ **Press the user name to be programmed.**

The user names that are programmed in the user code are shown.



Note

❒ If a user name to be programmed is not shown, press **[▲ Prev.]** or **[▼ Next]**.

❒ Press the title key to switch between titles.

❒ To set an unprogrammed user name, press **[Non-programed Name]**, and then enter the name. User names that are entered by pressing the **[Non-programed Name]** key are not programmed into the user code.

Reference

⇒ Chapter 3, "Entering Text" in the Basic Features manual

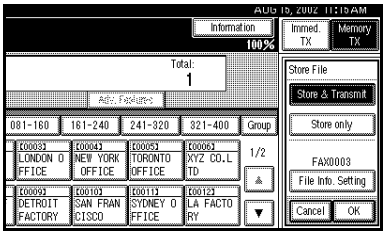
❹ **Press [OK].**

The specified user name is shown.

❺ **Press [OK].**

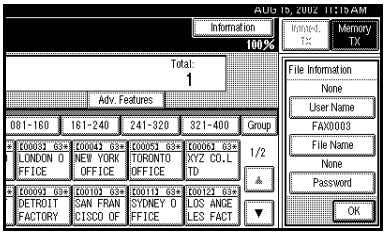
Setting a File Name

❶ **Press [File Info. Setting].**



❷ **Press the [File Name] key.**

The File Name Change menu is shown.



❸ **Enter the file name.**

Reference

⇒ Chapter 3, "Entering Text" in the Basic Features manual

❹ **Press [OK].**

The changed file name is shown.

❺ **Press [OK].**

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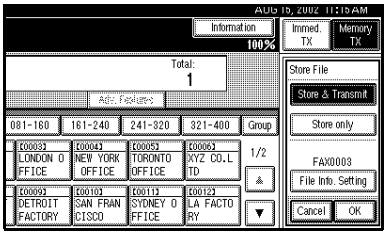
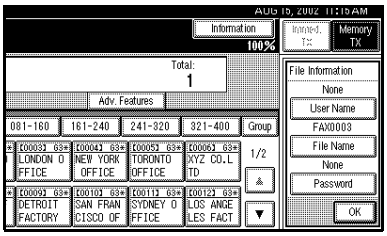
Setting a Password

❶ **Press [File Info. Setting].**

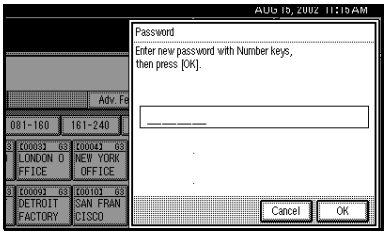


❷ **Press [Password].**

The Password Setting menu is shown.



❸ **Enter a password using the number keys.**



Note

❒ If you make an error, press the **【Clear/Stop】** key or **[Clear]**, and then reenter your password.You can enter up to 4 digits for a password.

❹ **Press [OK].**

✶✶✶✶ is shown.

❺ **Press [OK].**

❻ **Press [OK].**

❼ **If you have selected the [Store & Transmit] key, specify the receiver.**

Note

❒ If you have selected **[Store only]**, go to step ❽.

❽ **Press the 【Start】 key.**

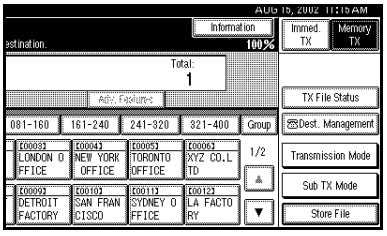
Manage File

You can change the file name, user name, and password of stored documents.

To change a stored document, delete the document you no longer need, and then reprogram the new document. ⇒ p.107 "Delete File"

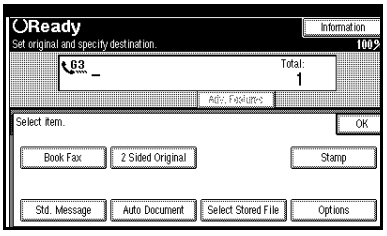
You can also change the information by pressing the **【Document Server】** key. ⇒ "Document server" in the System Settings Reference manual

❶ **Press [Sub TX Mode].**



The Sub Transmission menu is shown.

❷ **Press [Select Stored File].**



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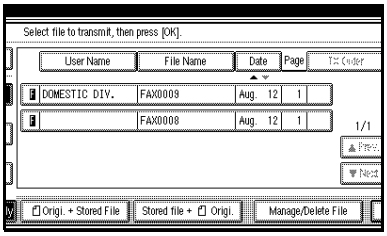
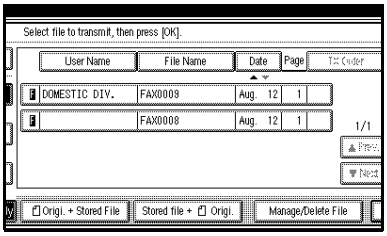
3 **Select [Manage/Delete File].**



4 **Press the document to be changed.**



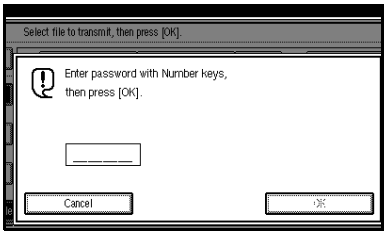
Note

❒ If the document to be changed is not shown, press **[▲ Prev.]** or **[▼ Next]**.

❒ You can specify multiple documents at one time.

5 **If you select a document for which a password is set, enter the password.**

When a selected file does not have a password, go to step **7**.

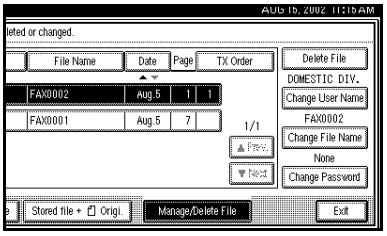


6 **Press [OK].**

7 **Change the information of the stored document. Change the desired items.**

Changing a File Name

❶ **Press [Change File Name].**



❷ **Press [Backspace] or [Delete All], and then reenter the file name.**

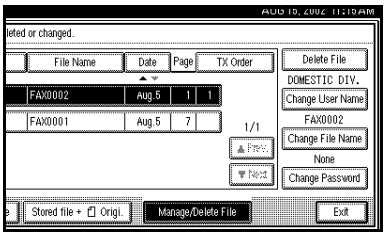
Reference

⇒ Chapter 3, "Entering Text" in the Basic Features manual

❸ **Press [OK].**

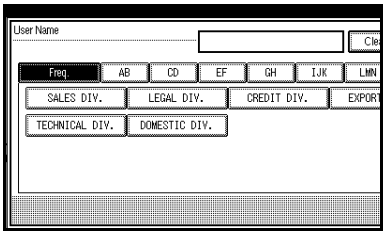
Changing a User Name

❶ **Press [Change User Name].**



❷ **Press [Clear].**

The user name is deleted.



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❸ **Press the new user name.**

Note

❒ If the user name to be changed is not shown, press **[▲ Prev.]** or **[▼ Next]**.

❒ Press the title keys to switch between titles.

❒ To set an unprogrammed user name, press the **[Non-programed Name]** key, and then enter the name.

❒ User names that are entered by pressing the **[Non-programed Name]** key are not programmed into the user code.

Reference

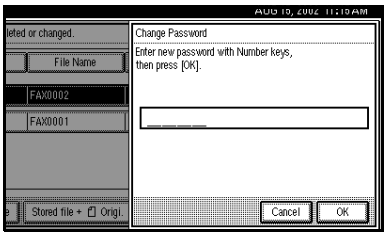
⇒ Chapter 3, "Entering Text" in the Basic Features manual

❹ **Press [OK].**

Changing the Password

❶ **Press [Change Password].**

❷ **Enter a new password using the number keys.**



❸ **Press [OK].**

8 **Press [Exit].**

The Sub Transmission menu is shown.

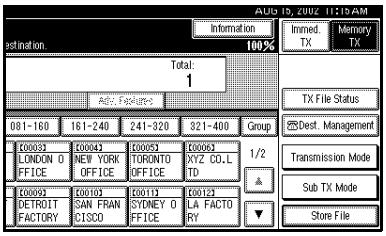
9 **Press [OK].**

The initial display is shown.

Delete File

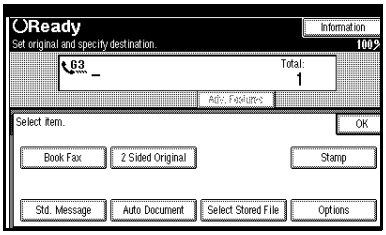
Use this feature to delete your stored documents.

1 **Press [Sub TX Mode].**

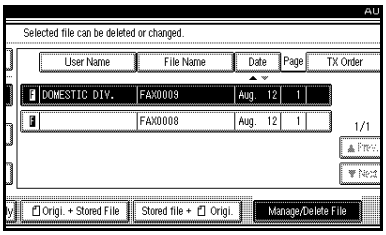


The Sub Transmission menu is shown.

2 **Press [Select Stored File].**



3 **Select [Manage/Delete File].**



4 **Press the document you want to delete.**

Note

❒ You can specify multiple documents and delete them at one time.

❒ If a document to be deleted is not shown, press **[▲ Prev.]** or **[▼ Next]**.

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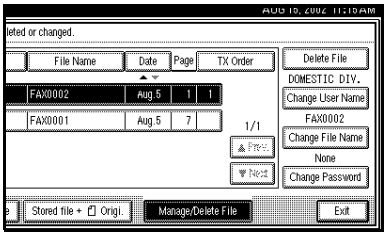
5 **Press [Delete File].**



6 **Press [Delete].**

Note

❒ If you do not want to delete the document, press **[Do not Delete.]**.

7 **Press [OK].**

8 **Press [OK].**

The initial display is shown.

Controlling documents saved in the Document Server from a computer

The fax documents saved in the Document Server can be viewed and controlled from a network computer with DesktopBinder V2 Lite or DesktopBinder V2 Professional installed.

The following operations are available from the computer:

- Displaying documents (Easy Viewer)
- Displaying document properties (Properties)
- Deleting documents (Delete)
- Copying documents to a computer (Copy)
- Printing documents (Print from Document Server)
- Sending documents by fax (Fax from Document Server)
- Exporting documents as files (Export Document)

For more information, see the DesktopBinder V2 operating instructions and Help.

Settings made in System Settings enable you to send documents to the delivery server or to automatically save documents in the Document Server.

For more information, see the Scanner Reference.

7. Facsimile Features

Accessing the User Tools

The User Tools allow you to program the machine with your identification, store frequently used numbers and settings, and customize the default settings to match your needs.

So you can find the User Tool you want quickly and easily, they are grouped by function.

❖ **Prog./Change/Delete**
Use to program, change or delete: Quick Dial table, Group Dial, title of Quick Dial, Order of Quick Dial table, Auto Documents, Standard Message, Irregular Scan Area
⇒ Chapter 3, "Quick Dials" in the Basic Features manual
⇒ Chapter 3, "Groups" in the Basic Features manual⇒ p.113 “Program/Delete Menu”

❖ **Print List/Report**
Use to print: the Journal, Group list, Program list, Auto Document list, Quick Dial list, Label Insertion list⇒ p.124 “Reports/Lists”

❖ **General Settings/Adjustment**
Use to set defaults for: Transmission mode (Memory / Immediate), scan conditions (Resolution / Auto Image Density / Original Type), Fax Information, Adjust Sound Volume Use⇒ p.125 “General Setting/Adjustment”

❖ **Reception Mode**
Use to turn on or off: Reverse Order, Checkered Mark, Center Mark, Print RX Time, Multi-copy Reception, Authorized Reception, Special RX Nos., 2-Sided printing and Forwarding

- Also use to set the delivery tray according to line type and make paper tray settings.

❖ **Key Operator Tools**
Use to program/check: your name, your fax number, line type, various ID codes, number of transmitted/received documents⇒ p.131 “Reception Mode”

Note

❒ Refer to “Function Map” ⇒ p.110 for the order of the System Setting function displays. For further details, refer to each page.

❒ For System Settings, refer to the System Settings Reference manual.

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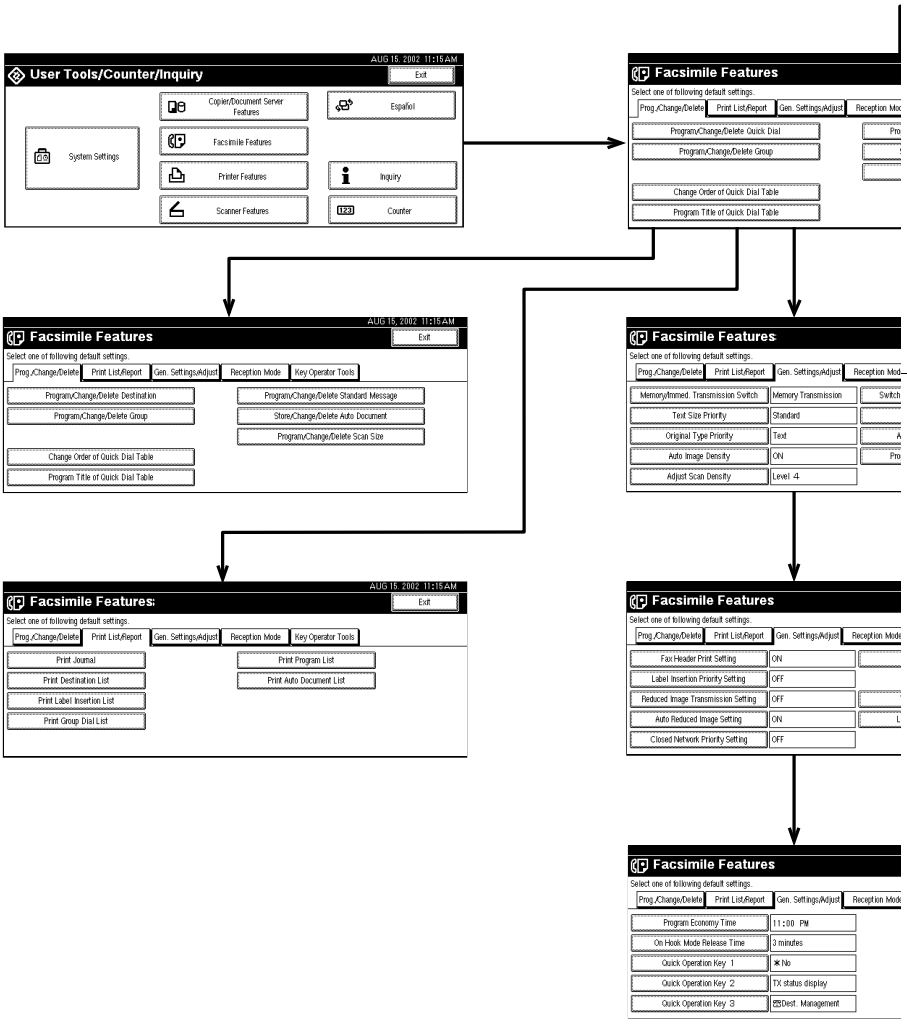
Function Map

Note

❒ This Function Map shows displays when the machine is installed with the optional ISDN Unit. The displays are different depending on the existence optional equipment installed.



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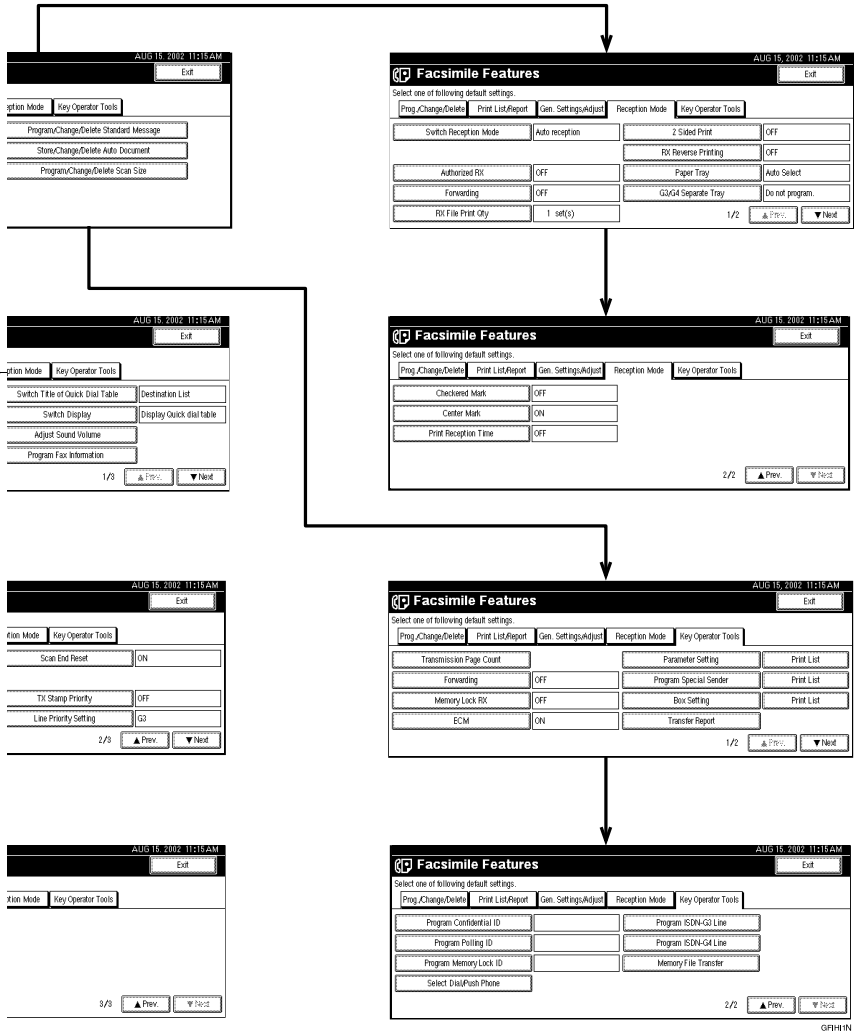

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❖ Menu

- Select the tab to display the menu.
- You can switch the display by pressing **[▲ Prev.]** or **[▼ Next]**.
- The selected item is highlighted.
- After you specify settings, press **[OK]**. If **[OK]** is not pressed, the settings you made will not be applied.
- Press **[Cancel]** to cancel specified settings. The previous display is shown.

❖ Key Operator Code

When Key Operator Code is programmed and turned on, users have to enter a programmed Key Operator Code (maximum 8 digits) to operate the User Tools and Key Operator Tools. This prevents unauthorized people from changing registrations.

Note

❒ You can turn the Key Operator Code on or off with "System Settings".

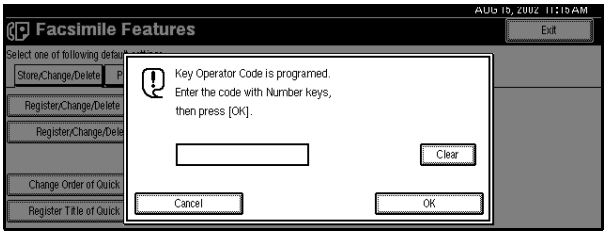
❒ When you set the Key Operator Code active, enter a code (maximum 8 digits) with the number keys and select **[Partial]** or **[All Initial Settings]** to limit access.

- When **[Partial]** is selected
  Only the Key Operator Tools are protected with a Key Operator Code.
- When **[All Initial Settings]** is selected
  The Key Operator Tools and User Tools are protected with a Key Operator Code.

① Press the **【User Tools/Counter】** key.
If you have selected **[All Initial Settings]**, go to step ③.

② Select **[Key Operator Code]**.

③ Enter a maximum 8 digit Key Operator Code with the number keys.



④ Press **[Exit]**.

Note

❒ If an unprogrammed key operator code is entered, the display returns to step ③.

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Program/Delete Menu

Changing the Order of the Quick Dial Table

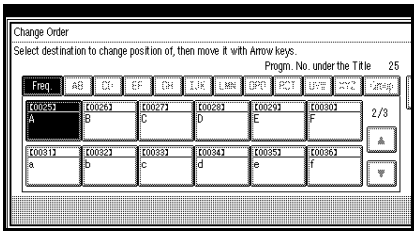
Use this feature to change the order of the programmed Quick Dial table.

It is convenient if you list the receivers that you fax to frequently on the first page of the quick dial table.

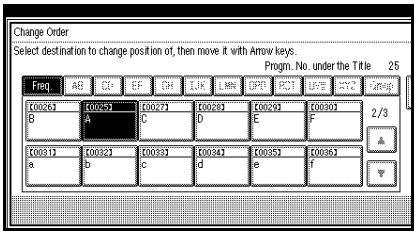
Note

❒ You can only change the order within Title 1, Title 2, and Title 3. You cannot change the order within the Destination List.

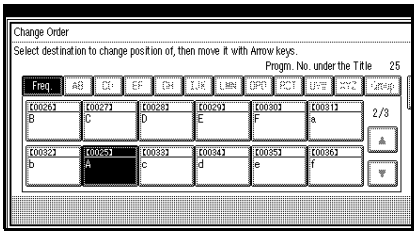
Pressing an arrow key will move the selection in the direction of the arrow.



Start in the menu above. By pressing **[→]**, the destination key moves to the right.



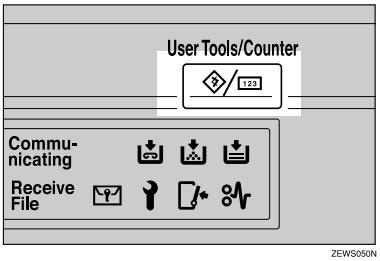
By pressing **[↓]**, the destination key moves down.



Reference

⇒ Chapter 3, "Programming Quick Dials" in the Basic Features manual

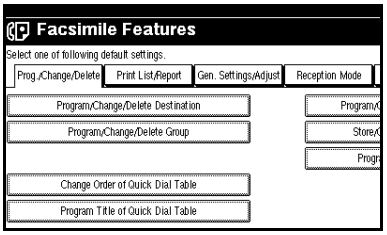
1 **Press the 【User Tools/Counter】 key.**



2 **Select [Facsimile Features].**

The Initial Facsimile Features menu is shown.

3 **Check that the "Prog./Change/Delete" tab is shown.**



7

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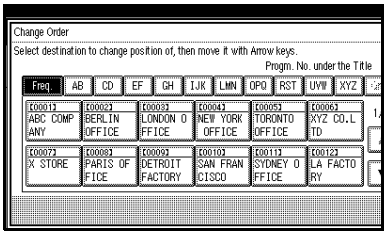
4 **Select [Change Order of Quick Dial Table].**

5 **Press the destination key for which you want to change the order.**

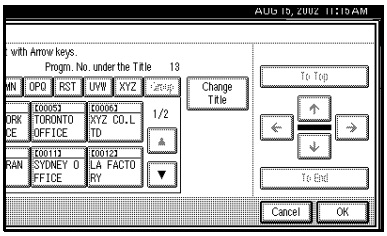


Note

❒ If the desired destination key is not shown, press **[▲ Prev.]** or **[▼ Next]** to display.

❒ If the destination key is under a different title, press **[Change Title]** to switch between titles.

6 **Press the arrow keys to move the destination key.**



Note

❒ Press **[To Top]** to move the key to the top of the quick dial table, and press **[To End]** to move the key to the end of the quick dial table.

7 **Press [OK].**

The order has been changed.

Note

❒ If you do not want to change the order, press **[Cancel]**.

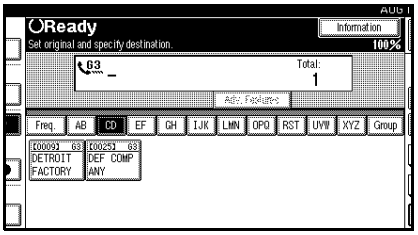
8 **Press the 【User Tools/Counter】 key.**

The display is returns to the standby mode.

Programming Title of the Quick Dial Table

Use this feature to add a name to the title of the quick dial table in order to facilitate finding the desired programmed destination.

As in a telephone directory, there are titles in the quick dial table to facilitate finding the desired receiver from among many destinations.



In the menu above, the "CD" page (menu) of the quick dial table is selected. The titles are "Freq.", "AB", "CD", "EF", "GH", "IJK", "LMN", "OPQ", "RST", "UVW", and "XYZ". For an example, press "EF" to select that page.

On this machine, you can create a Quick Dial Table according to your needs. In creating a quick dial table, you should program titles to facilitate your search process. The factory default settings, classified by alphabetical order, can be changed to a different type of classification.

Create and use your own titles according to your needs, for example, "Business" and "Private".

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Note

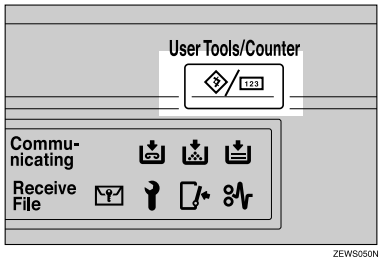
❒ The machine can make four types of quick dial tables. To display a quick dial table different from the one being shown, press the **[Change Title]** key. ⇒ p.115 "Switching Titles"

❒ You can program up to four characters for the "Title 1" and "Title 2" keys.

❒ You can program up to eight characters for the "Title 3" key.

❒ Use the same procedure to program and change the titles.

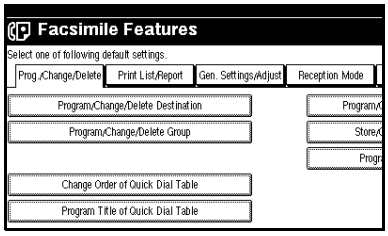
1 **Press the 【User Tools/Counter】 key.**



2 **Press [Facsimile Features].**

The Facsimile Features menu is shown.

3 **Check that the "Prog./Change/Delete" tab is selected.**

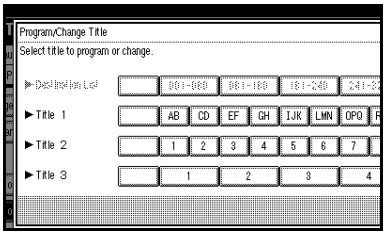


4 **Select [Program Title of Quick Dial Table].**

5 **Press the title key to program.**

Note

❒ You cannot make any changes to "Destination List" or "Freq.".



6 **Enter the name for the title key.**

Reference

⇒ Chapter 3, "Entering Text" in the Basic Features manual

7 **Press [OK].**

Note

❒ To program another title key, repeat from step **5**.

8 **Press [Exit].**

9 **Press the 【User Tools/Counter】 key.**

The initial display is shown.

Switching Titles

To specify a fax receiver on the quick dial table, select the title where that receiver is programmed.

You can specify all programmed receivers on the destination list.

To display the quick dial table in alphabetical order, select "Title 1". To display the quick dial table that is programmed by user, select "Title 2".

① Press **[Dest. Management]**.

② Select **[Change Title]**.

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③ Press the title key to be displayed.

④ Press **[OK]**.
The selected title is shown above the "Change Title" menu.

Note

❒ If you do not want to change the title, press **[Cancel]**. The display will return to step ②.

⑤ Press **[Exit]**.
The initial display is shown.

Programming Standard messages

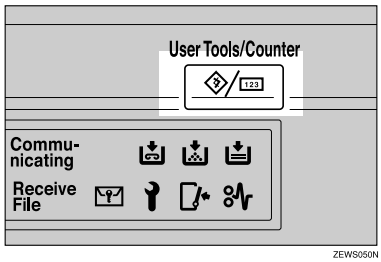
Use this feature to program standard messages to be printed at the top of the first page of the original. It is convenient if you program message such as your own greetings.

Note

❒ You can program your own messages into **[Prog. Messge 1]**, **[Prog. Messge 2]** and **[Prog. Messge 3]** keys only. You cannot change the "Confidential", "Urgent", "Please phone", or "Copy to corres ..." messages.

❒ Use the same procedure to program and change your messages.

1 **Press the 【User Tools/Counter】 key.**



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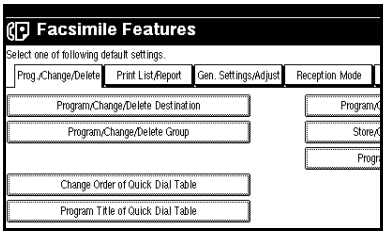
2 **Select [Facsimile Features].**

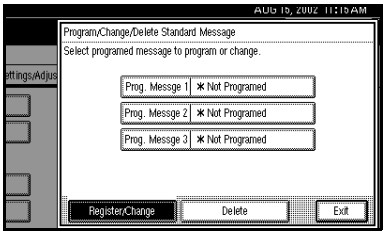
The Facsimile Features menu is shown.

3 **Check that the "Prog./Change/Delete" tab is shown.**



4 **Select [Program/Change/Delete Standard Message].**

5 **Select a key in which "*Not programed" is displayed.**



Note

❒ To change a message, press the programmed message that you want to change.

6 **Enter your message.**

Reference

⇒ Chapter 3, "Entering Text" in the Basic Features manual

7 **Press [OK].**

Note

❒ To program another message, repeat from step **5**.

❒ To cancel a registration, press **[Cancel]**.

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8 **Press [Exit].**

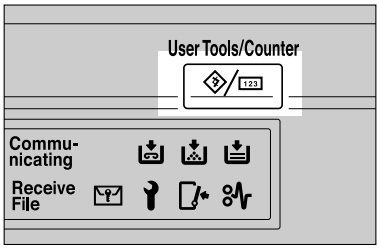
9 **Press 【User Tools/Counter】.**

The initial display is shown.

Deleting Standard messages

Use this feature to delete programmed messages that you no longer need.

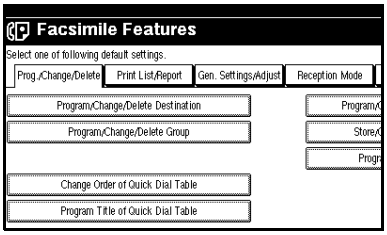
1 **Press the 【User Tools/Counter】 key.**



2 **Select [Facsimile Features].**

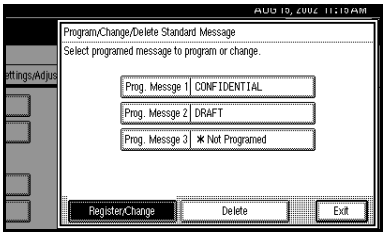
Facsimile Features menu is shown.

3 **Check that the "Prog./Change/Delete" tab is shown.**

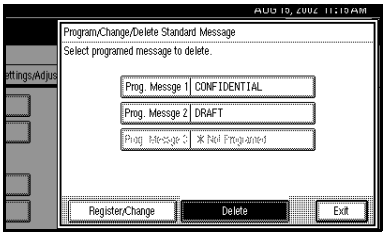


4 **Select [Program/Change/Delete Standard Message].**

5 **Press [Delete].**



6 **Select the message that you want to delete.**



7 **Press [Delete].**

Note

- ❒ To delete another message, repeat from step 6.
- ❒ If you do not want to delete, press **[Do not Delete]**. The display will return to step 6.

8 **Press [Exit].**

9 **Press the 【User Tools/Counter】 key.**

The initial display is shown.

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Storing and Changing an Auto Document

If you find that you often have to send a particular page to people (for example, a map, a standard attachment, or a set of instructions), store that page in memory as an Auto Document. This saves re-scanning the original every time you wish to send it.

Use the following procedure to program a new Auto Document or overwrite an existing one.

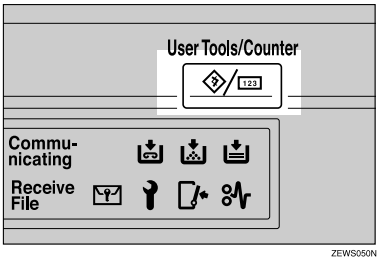
Important

- ❒ You can store up to 6 Auto Documents (18 with the optional Expansion Memory installed). Each Auto Document can contain one page.
- ❒ You can store the following items in an Auto Document:
  - Scan settings (Resolution, Original Type, and Image Density)
  - Irregular Scan Area
  - Document name (up to 16 characters)
- ❒ We recommend that you print the Auto Document list and keep it when you program or change an Auto Document. ⇒ p.124 "Reports/Lists"

Limitation

- ❒ You can only send one Auto Document per transmission.

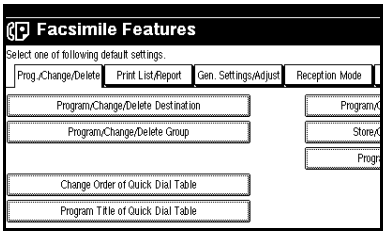
1 **Press the 【User Tools/Counter】 key.**



2 **Select [Facsimile Features].**

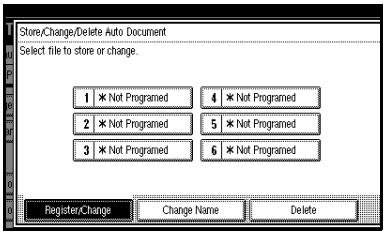
The Facsimile Features menu is shown.

3 **Check that the "Prog./Change/Delete" tab is shown.**



4 **Select [Store/Change/Delete Auto Document].**

5 **Select the file you want to store or change.**



Note

- ❒ If there are stored files, the file names are shown.

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Storing a file

❶ **Select a [*Not programed] key.**

❷ **Enter a file name.**

Reference

⇒ Chapter 3, "Entering Text" in the Basic Features manual

❸ **Press [OK].**

Changing a file

❶ **Select a file you want to change.**

The message "A file is already stored. If another file is stored, previous one will be deleted. Is it OK?" is shown.

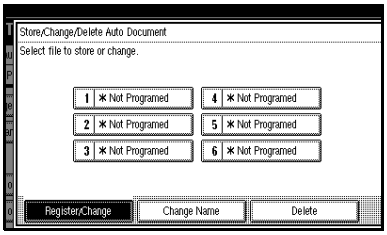
❷ **Press [Store].**

If you do not want to change the file, press **[Do not Store]**.

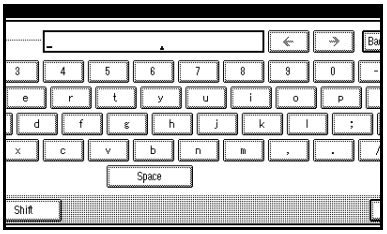
Changing only a file name

❶ **Press [Change Name].**

❷ **Select a file you want to change.**



❸ **Enter a file name.**



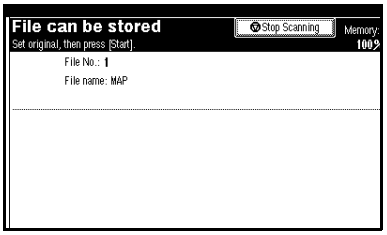
Reference

⇒ Chapter 3, "Entering Text" in the Basic Features manual

❹ **Press [OK].**

Go to step ❽.

6 Place your original and select any scan settings you require.



Note

❒ You can also specify a Scan Size. ⇒ Chapter 2, "Setting a Scan Area" in the Basic Features manual

7 Press the 【Start】 key.

The machine starts to scan.

Note

❒ To cancel scanning, press **[Stop Scanning]**.

8 Press [Exit] after scanning is finished.

9 Press the 【User Tools/Counter】 key.

The initial display is shown.

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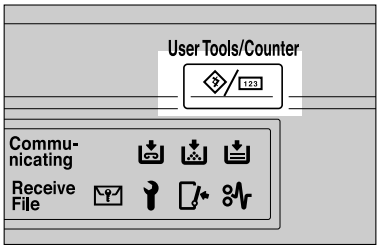
Deleting an Auto Document

Limitation

❒ You cannot delete an Auto Document waiting to be transmitted. Delete it after the transmission or cancel the transmission, and then delete the Auto Document.

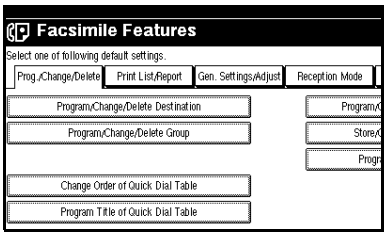
1 **Press the 【User Tools/Counter】 key.**



2 **Select [Facsimile Features].**

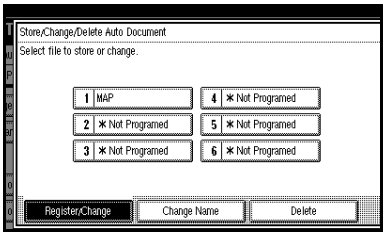
Facsimile Features menu is shown.

3 **Check that the "Prog./Change/Delete" tab is shown.**

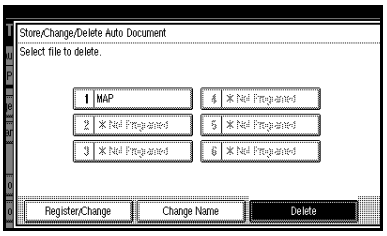


4 **Select [Store/Change/Delete Auto Document].**

5 **Press [Delete].**



6 **Select the file you want to delete.**



7 **Press [Delete].**

Note

❒ If you do not want to delete, press **[Do not Delete]**. The display will return to step **6**.

8 **Press [Exit].**

The Auto Document is deleted.

9 **Press the 【User Tools/Counter】 key.**

The initial display is shown.

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Programming and Changing a Scan Size

When you select a Scan Size to scan a non-standard size original, two custom sizes of original are available (Program Size 1 and Program Size 2). Use the following procedure to program a custom size in advance.

To change an existing Scan Size, use the same procedure.

Important

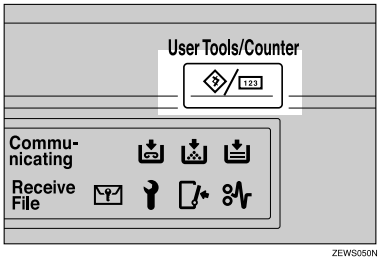
❒ When programming or changing a Scan Size, we recommend that you make a memo of the new size.

Note

❒ Use the same procedure to program and change a Scan Size. Follow the procedure for the items you want to change.

❒ You can specify a horizontal length from 128 to 1200mm or from 5.5 to 47inches.

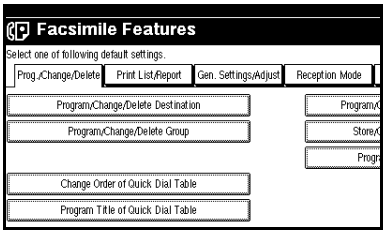
1 **Press the 【User Tools/Counter】 key.**



2 **Select [Facsimile Features].**

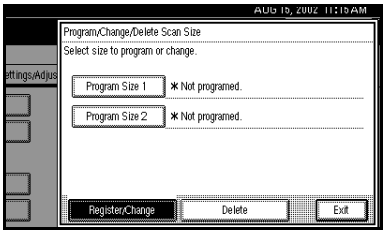
The Facsimile Features menu is shown.

3 **Check that the "Prog./Change/Delete" tab is shown.**



4 **Select [Program/Change/Delete Scan Size].**

5 **After confirming [Register/Change] is selected, press [Program Size 1] or [Program Size 2].**

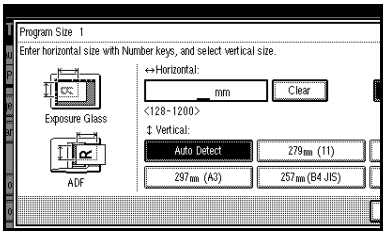


Note

❒ If **[Register/Change]** is not selected, press **[Register/Change]**.

❒ If a size is already programmed, it is shown on the display. If not, "*Not programed" is shown.

6 **Enter a horizontal size with the number keys.**



7

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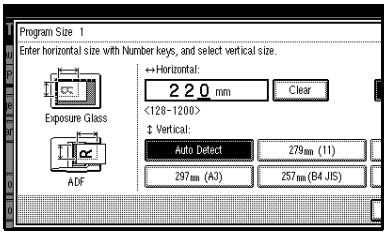
Note

- You can specify a horizontal length from 128 to 1200mm or from 5.5 to 47 inches. You cannot specify a length shorter than 128mm or longer than 1200mm.
- Each time you press **[mm]** or **[inch]**, the units change between "mm" and "inch" alternately. If you enter a length and change the unit by pressing **[mm]** or **[inch]**, the length is converted automatically according to the unit (fractions are rounded off). For Example, When you enter **【2】**, **【5】** and **【0】** in millimeters and change to "inch", the length "9.8inch" is shown on the display. If you press "mm" again, "249mm" is displayed.
- If you make a mistake, press **[Clear]** and try again.
- To cancel a Scan Size, press **[Cancel]**.

7 **Select a vertical size.**



Note

- A displayed vertical size differs depending on the selected unit. When **[mm]** is selected, **[Auto detect]**, **[210mm (A4)]**, **[257mm(B4 JIS)]**, **[297mm (A3)]**, **[216mm (8 1/2)]** and **[279mm (11)]** are shown. When **[inch]** is selected, **[Auto detect]**, **[8.3inch (A4)]**, **[10.1inch(B4 JIS)]**, **[11.7inch (A3)]**, **[8.5inch]** and **[11.0inch]** are shown.
- To cancel a Scan Size, press **[Cancel]**.

8 **Press [OK].**

A programmed size is displayed. If you set the size to **[Auto Detect]**, "Auto" is displayed.

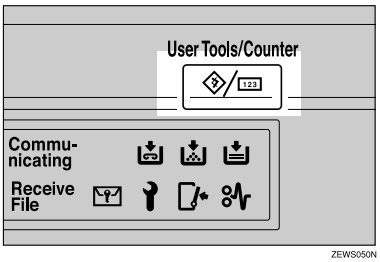
9 **Press [Exit].**

10 **Press the 【User Tools/Counter】 key.**

The initial display is shown.

Deleting a Scan Size

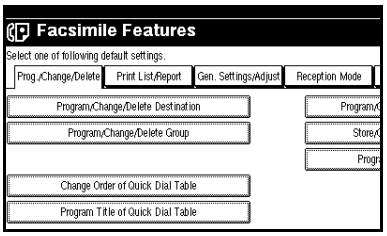
1 **Press the 【User Tools/Counter】 key.**



2 **Select [Facsimile Features].**

The Facsimile Features menu is shown.

3 **Check that the "Prog./Change/Delete" tab is shown.**



4 **Select [Program/Change/Delete Scan Size].**

Programmed contents are displayed.

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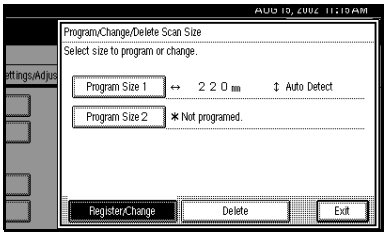
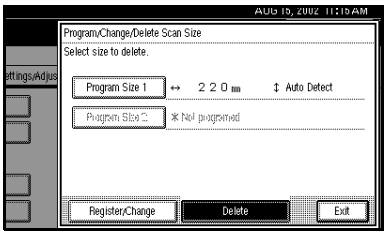
5 **Press [Delete].**



6 **Select the size to be deleted.**



7 **Press [Yes].**

The selected Scan Size is deleted.

Note

❒ If you do not want to delete, press **[No]**. The display will return to step **6**.

8 **Press the 【User Tools/Counter】 key.**

The initial display is shown.

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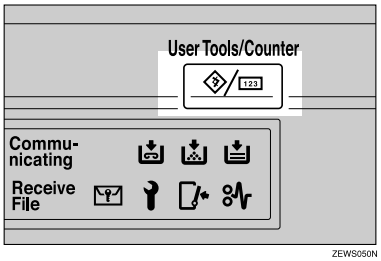
Reports/Lists

This function allows you to print the following reports and lists manually. Select a report or list as needed.

- Journal
  ⇒ p.25 “Printing the Journal”
- Quick Dial list
  ⇒ Chapter 3, "Quick Dial" in the Basic Features manual
- Label Insertion list
  ⇒ Chapter 3, "Quick Dial" in the Basic Features manual
- Group Dial list
  ⇒ Chapter 3, "Groups" in the Basic Features manual
- Program list
  ⇒ p.97 “Programs”
- Auto Document list
  ⇒ p.118 “Storing and Changing an Auto Document”

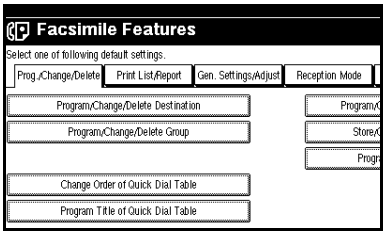
1 **Press the 【User Tools/Counter】 key.**



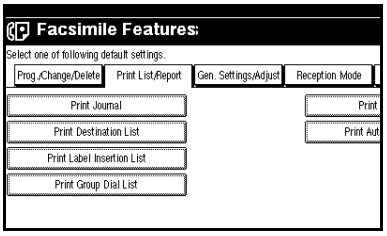
2 **Select [Facsimile Features].**

The Facsimile Features menu is shown.

3 **Select [Print List/Report].**



4 **Select a list or report you want to print.**



5 **Press the 【Start】 key.**

After printing, the display will return to step **4**.

Note

❒ To cancel printing, press **[Cancel]**. The display will return to step **4**.

6 **Press the 【User Tools/Counter】 key.**

The initial display is shown.

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General Setting/Adjustment

Make settings for the following items. The set items are highlighted on the Facsimile Features menu when the power is turned on.

❖ **Memory/Immediate. Transmission Switch**
Use this feature for specifying the transmission mode for document transmission.

- Memory Transmission
- Immediate Transmisson

❖ **Text Size Priority**
Use this feature to specify the character size of your originals for scanning.

- Standard
- Detail
- Super fine

Note

❒ For Super fine resolusion, the optional Fax Function Upgrade Unit is required.

❖ **Original Type Priority**
Use this feature for specifying the type of originals for scanning.

- Text
- Text/Photo
- Photo

❖ **Auto Image Density Priority**
Use this feature for specifying whether to prioritize automatic image density for scanning your originals.

- ON
- OFF

❖ **Scan Density Adjustment**
Use this feature for specifying the scan density of your originals from seven levels.

❖ **Change Title of Quick Dial Table**
Use this feature for selecting the title to be shown on the quick dial table.

- Destination list
- Title 1
- Title 2
- Title 3

❖ **Quick Dial Table Display Switch**
Use this feature for displaying the number keys instead of the quick dial table.

- Display Quick Dial Tbl
- Display Number Keys

❖ **Sound Volume Adjustment**
⇒ Chapter 4, "Adjusting Volume" in the Basic Features manual
Adjust the volume for the following.

- On Hook Dial
- Transmission
- Reception
- Faxing
- Fax Printing

❖ **Program Fax Information**
⇒ Chapter 3, "Initial Settings and Adjustments" in the Basic Features manual

❖ **Fax Header Print Setting**
Use this feature for specifying whether to print the fax header.

- ON
- OFF

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❖ **Label Insertion Priority Setting**
Use this feature for specifying whether to use the label insertion feature.

- Programmed Name
- OFF

❖ **Reduced Image Transmission Setting**
Use this feature for specifying whether to use reduced image transmission. ⇒ p.68 "Transmission Options"

- ON
- OFF

❖ **Auto Reduced Image Setting**
Use this feature for specifying whether to transmit an automatically reduced image. ⇒ p.68 "Transmission Options"

- ON
- OFF

❖ **Closed Network Priority Setting**
Use this feature for specifying whether to execute ID transmission. ⇒ p.68 "Transmission Options"

- ON
- OFF

❖ **Scan End Reset**
Use this feature for specifying whether to return to the initial settings each time an original is scanned.

- ON
- OFF

❖ **TX Stamp Priority**
Use this feature for specifying whether to press a TX stamp.

- ON
- OFF

❖ **Line Priority Setting**
Use this feature for specifying the line to be used ordinarily.

❖ **Program Economy Time**
Use this feature for specifying a time for transmission when the telecommunication rates are low. ⇒ p.4 "Sending at a Specific Time (Send Later)"

❖ **On Hook Mode Release Time**
Use this feature for specifying the time to cancel the On Hook mode after you transmit with On Hook dialing. It is convenient to use this when the fax information service disconnects your On Hook dialing.

❖ **Quick Operation Key**
Frequently used features that are programmed as Quick Operation Keys are shown on the menu immediately after the power is turned on.
The Quick Operation Keys can be programmed with the following functions.
Journal, TX File Status, Print Conf. RX, Print Memory Lock, Select Stored File, Send Later, Auto Document, 2 Sided Original, Closed Network, Polling TX, Polling RX, Fax Header Print, Label Insertion, Dest. Management, Forwarding, Transfer Request
Up to three functions can be programmed in Quick Operation Keys.

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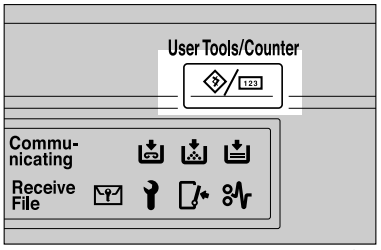
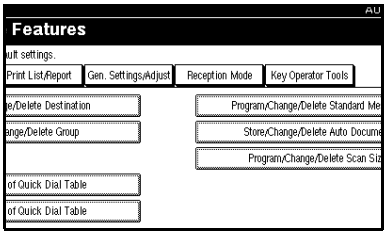
1 **Press the [User Tools/Counter] key.**



2 **Press [Facsimile Features].**

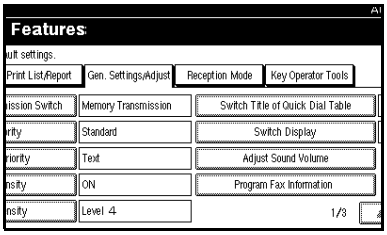
The Facsimile Features menu is shown.

3 **Select [Gen. Settings/Adjust].**



The General Settings/Adjust menu is shown.

4 **Select a function you want to specify.**



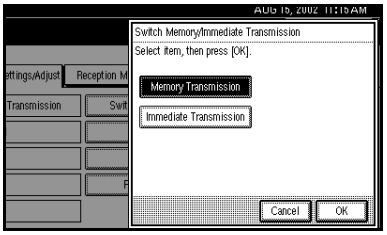
Note

- If you make a mistake, press **[Cancel]**.
- If the function you want to specify is not shown, press **[▲ Prev.]** or **[▼ Next]**.

5 **Make any function settings you require.**

Switch Memory/Immediate. Transmission

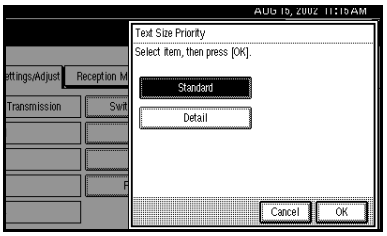
❶ **Select [Memory Transmission] or [Immediate Transmission].**



❷ **Press [OK].**

Text Size Priority

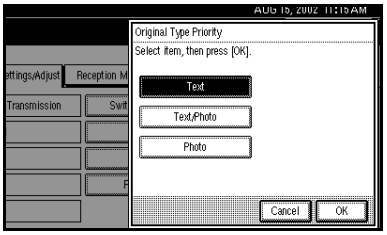
❶ **Select a text size.**



❷ **Press [OK].**

Original Type Priority

❶ **Select an original type.**



❷ **Press [OK].**

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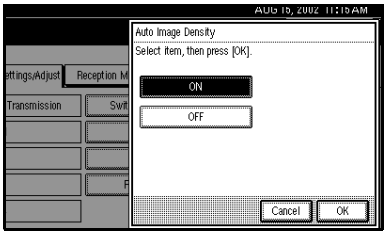
Auto Image Density

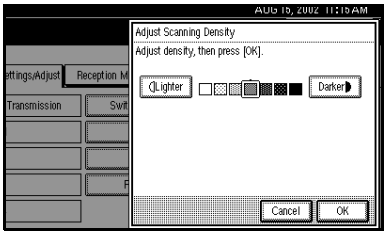
❶ **Select [ON] or [OFF].**



❷ **Press [OK].**

Adjust Scan Density

❶ **Press [Darker ◗] or [◖ Lighter].**



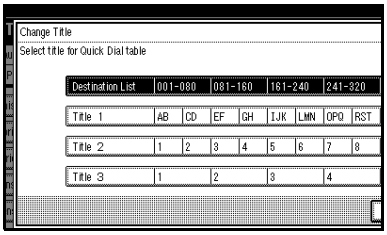
Note

❒ You can set the image density manually from seven levels.

❷ **Press [OK].**

Change Title of Quick Dial Table

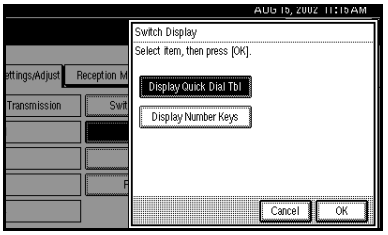
❶ **Select a title on the Quick Dial table.**



❷ **Press [OK].**

Switch Display

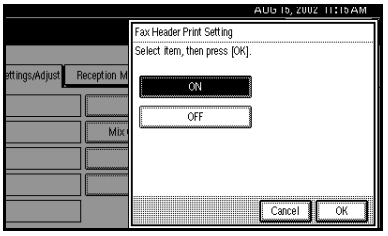
❶ **Select [Display Quick Dial Tbl] or [Display Number Keys].**



❷ **Press [OK].**

Fax Header Print Setting

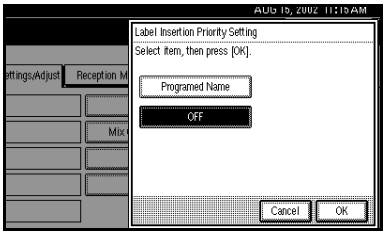
❶ **Select [ON] or [OFF].**



❷ **Press [OK].**

Label Insertion Priority Setting

❶ **Select [Programed name] or [OFF].**



❷ **Press [OK].**

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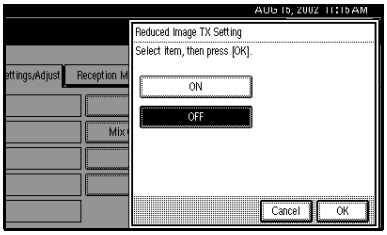
Reduced Image TX Setting

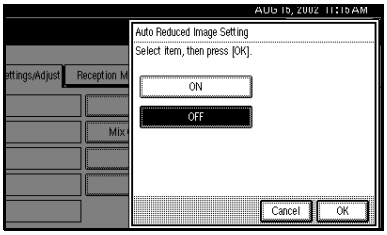
❶ **Select [ON] or [OFF].**



❷ **Press [OK].**

Auto Reduced Image Setting

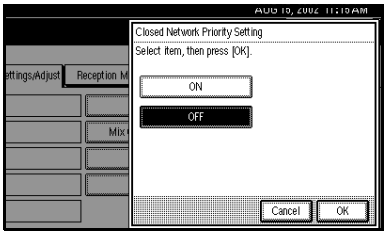
❶ **Select [ON] or [OFF].**



❷ **Press [OK].**

Closed Network Priority Setting

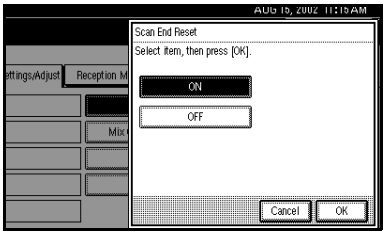
❶ **Select [ON] or [OFF].**



❷ **Press [OK].**

Scan End Reset

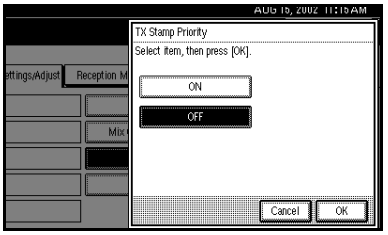
❶ **Select [ON] or [OFF].**



❷ **Press [OK].**

TX Stamp Priority

❶ **Select [ON] or [OFF].**



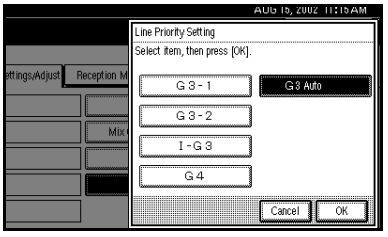
❷ **Press [OK].**

Line Priority Setting

Note

❒ The display may differ depending on the line type you have.

❶ **Select a line type you usually use.**



❷ **Press [OK].**

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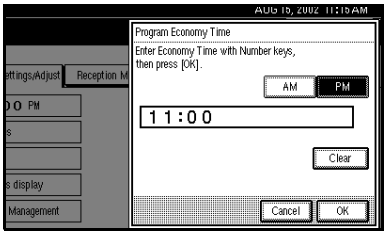
Program Economy Time

Limitation

❒ You can program only one Economy Transmission Time.

❶ **Enter the Economy Transmission Time to change AM/PM, press [AM] or [PM] (North America only) with the number keys.**



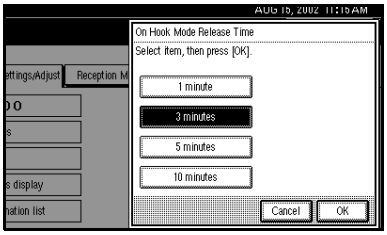
Note

❒ If you make a mistake, press the 【Clear/Stop】 key or **[Clear]** and try again.

❷ **Press [OK].**

On Hook Mode Release Time

❶ **Select [1 minute], [3 minutes], [5 minutes] or [10 minutes] to start the On Hook mode.**

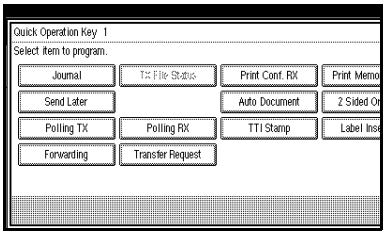


❷ **Press [OK].**

Quick Operation Key

❶ **Select the Quick Operation Key you want to program.**

❷ **Select the function you want to program in the Quick Operation Key.**



Note

❒ A function which is dimly lit means that it has already been programmed.

❸ **Press [OK].**

6 **Press the 【User Tools/Counter】 key.**

The initial display is shown.

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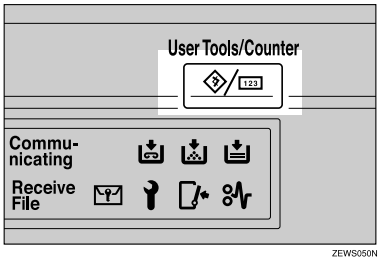
Reception Mode

Make settings for the following reception functions.

- Switch Reception Mode ⇒ p.83 “Reception Functions”
  ⇒ Chapter 2, "Selecting the Reception Mode" in the Basic Features manual
- Authorized RX⇒ p.147 “Authorized Reception”
- Forwarding⇒ p.147 “Forwarding”
- RX File Print Qty ⇒ p.88 “Multi-copy Reception”
- 2-Sided Print ⇒ p.87 “2-Sided Printing”
- RX Reverse Printing ⇒ p.90 “Reverse Order Printing”
- Paper Tray⇒ p.148 “Paper Tray”
- G3/G4 Separate Tray ⇒ p.96 “G3/G4 Separate Tray”
- Checkered Mark ⇒ p.86 “Checkered Mark”
- Center Mark ⇒ p.86 “Center Mark”
- Print Reception Time ⇒ p.87 “Reception Time”

1 **Press the 【User Tools/Counter】 key.**



ZEWS050N

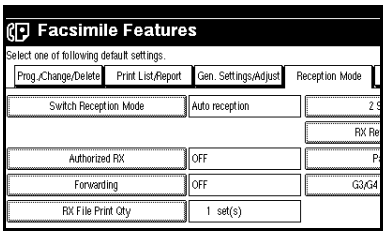
2 **Press [Facsimile Features].**

Facsimile Features menu is shown.

3 **Select [Reception Mode].**

The Reception Mode menu is shown.

4 **Select a function you want to specify.**



Note

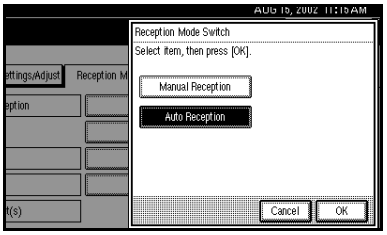
❒ If the function you want to specify is not shown, press **[▲ Prev.]** or **[▼ Next]**.

❒ If you make a mistake, press **[Cancel]**.

5 **Make any function settings you require.**

Reception Mode Switch

❶ **Select reception mode.**



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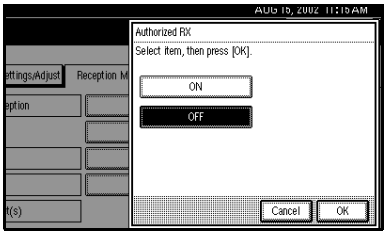
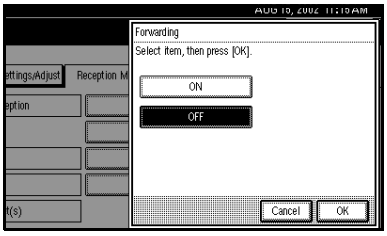
Authorized RX

❶ **Select [ON] or [OFF].**



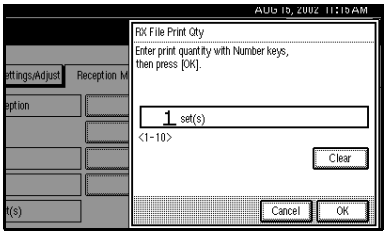
Forwarding

❶ **Select [ON] or [OFF].**



RX File Print Qty

❶ **Specify the print quantity with the number keys.**



Note

❒ If you make a mistake, press the **【Clear/Stop】** key or **[Clear]** and try again.

❒ The range of available print quantities is 1 to 10.

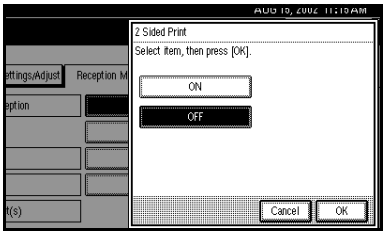
❷ **Press [OK].**

Note

❒ To cancel this setting, press **[Cancel]**.

2 Sided Print

❶ **Select [ON] or [OFF].**



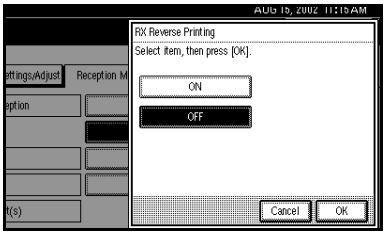
❷ **Press [OK].**

Note

❒ To cancel this setting, press **[Cancel]**.

RX Reverse Printing

❶ **Select [ON] or [OFF].**



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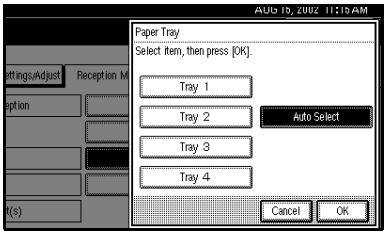
Paper Tray

❶ **Select paper tray.**



Note

❒ When no tray is specified, "Auto Select" will be selected.

❒ If you want to select the By-pass tray, specify it with "Special Sender". ⇒ p.146 "Special Senders to Treat Differently"

❒ When the optional LCT is installed, select **[Tray 3]**.

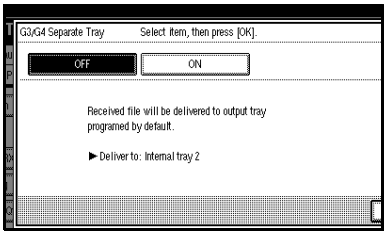
❷ **Press [OK].**

Note

❒ To cancel this setting, press **[Cancel]**.

G3/G4 Separate Tray

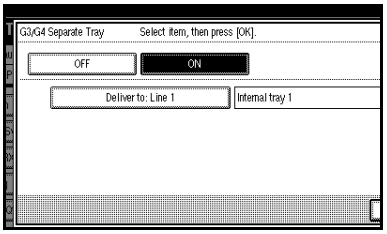
❶ **Select [ON].**


G3/G4 Separate Tray
Select item, then press [OK].
OFF
ON
Received file will be delivered to output tray programed by default.
► Deliver to: Internal tray 2

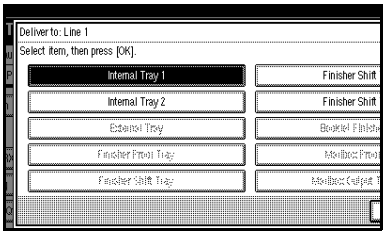
Note

❒ If you select "OFF", the received file is delivered to the default tray. ⇒ Chapter 3, "User Tools (System Settings)" in System Settings Reference manual

❷ **Select a line type.**



❸ **Select a tray to deliver the received file.**



❹ **Press [OK].**

Note

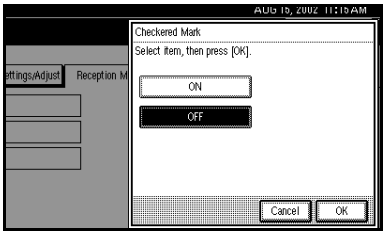
❒ To cancel these settings, press **[Cancel]**.

❒ To specify a tray for another line type, repeat step ❷.

❺ **Press [OK].**

Checkered Mark

❶ **Select [ON] or [OFF].**



❷ **Press [OK].**

Note

❒ To cancel this setting, press **[Cancel]**.

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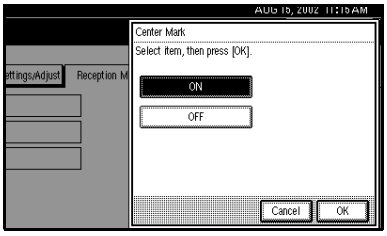
Center Mark

❶ **Select [ON] or [OFF].**



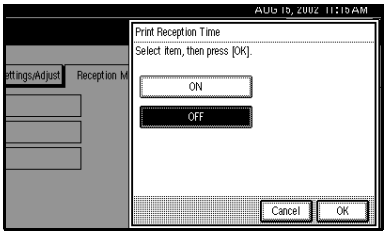
❷ **Press [OK].**

Note

❒ To cancel this setting, press **[Cancel]**.

Print Reception Time

❶ **Select [ON] or [OFF].**



❷ **Press [OK].**

Note

❒ To cancel this setting, press **[Cancel]**.

6 **Press the 【User Tools/Counter】 key.**

The initial display is shown.